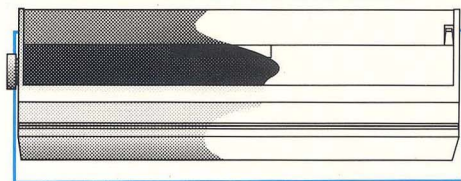
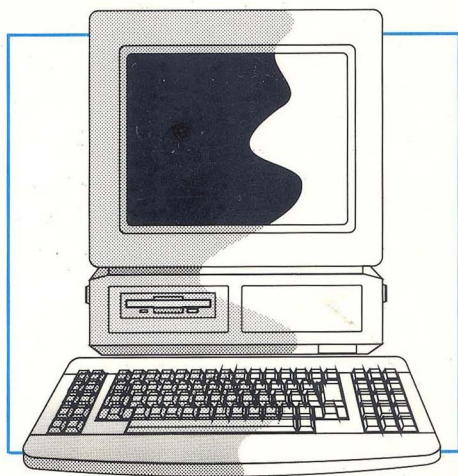


PcW9512+



USER MANUAL



DON'T SWITCH ON YET!

YOU MUST READ THE INTRODUCTORY SECTION OF THIS MANUAL BEFORE ATTEMPT- ING TO USE YOUR PCW.

Your new PCW9512+ Computer and Word Processor is a complex and sophisticated product. Even if you already understand something about computers, you should still work through the Introduction — entitled **Read Me First** — and Chapter 1 before you try to use the machine.

If you do not follow this advice, you may do serious damage to the PCW or to the programs supplied with it.

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Written by John Hughes with the assistance of Sue Maybee

Published by AMSTRAD plc

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READ ME FIRST

Congratulations on buying your new Amstrad PCW9512+ Computer and Word Processor. Properly looked after, it will give you long and faithful service, and you will soon wonder how you ever managed without it.

To get the best out of your new purchase, you should read the rest of this introduction and the chapter that follows it, *even if you already know something about computers*.

This guide has been written specially to introduce you to the computer and to help you use LocoScript 2, the advanced word processing program supplied with your PCW9512+. LocoScript 2 is a sophisticated product, and the best way for you to learn to use it is to keep this guide open in front of you while you are working with your PCW9512+, at least until you begin to feel reasonably confident.

The sure key to success is to take things a step at a time. If you expect to be producing complex documents within a week of starting work with LocoScript 2, then you will certainly be disappointed; better to familiarise yourself with the program, remembering that a modest investment of time at the start will pay handsome dividends later.

This guide starts you off gently by working through the simplest facilities offered by LocoScript 2; as your confidence and familiarity with the program and the computer increase, you can go on to look at the more powerful and complicated things your PCW9512+ can do.

As you work your way through the guide, sooner or later you will come to some topic that doesn't interest you, or that you feel is beyond what you can cope with.

When that happens, skip that section. One day, when your needs change or your confidence increases, you may come back to it; but if not, no matter.

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Every chapter in this guide has been carefully planned to teach you one or more specific skills. It's important that you should try out the various steps as they are described; this is a far more effective way of learning than reading through the guide first and then trying to remember everything it said.

What this guide can't do

No guide can hope to explain everything about all the features of your PCW9512+ computer while still being accessible to a new user.

Although you may very well find that you never need to go beyond the techniques which are described in this guide, you might still like to know that several other books are available describing some of the more complex features of the machine.

These books include

- ❑ *Mallard BASIC: Introduction and Reference* (ISBN 1 85195 009 5) available from Locomotive Software, Dorking Business Park, Dorking, Surrey.
- ❑ *LocoScript 2 User Guide for the PCW9512+* (ISBN 1 85195 068 0) also available from Locomotive Software.
- ❑ *LocoMail User Guide for the PCW9512+* (ISBN 1 85195 069 9) also available from Locomotive Software.
- ❑ *Complete Guide to LocoScript and the Amstrad PCW*, (ISBN 1 85058 290 4) available from Sigma Press, 1 South Oak Lane, Wilmslow, Cheshire SK9 6AR.
- ❑ *Picture Processing on the Amstrad PCW*, (ISBN 1 85058 237 8) also available from Sigma Press .

A note on presentation

In this guide, **bold type** is used whenever an important new term is introduced for the first time; an explanation generally follows. Output

from the computer is almost always represented by ‘screen dumps’, which are direct representations on paper of exactly what appears on the computer screen; in running text, computer output and options displayed on the screen are shown like this.

From time to time, you will have to press particular keys on your computer keyboard; key-names are placed in boxes like this: **A**. Where you have to press a sequence of keys one after the other, this is shown by printing the key-names one after the other, like this: **A** **B** **C**.

It is often necessary to hold down one key while a second is being pressed; this is shown by printing both key-names separated by a slash, ‘/’. For example, to get a capital ‘A’, you would hold down the **SHIFT** key and tap the **A** key; this is shown as **SHIFT/A**.

At the end of every chapter is a short section called **Summing Up**. In this, you will find a quick summary of the main points described in the chapter. If you already understand the basic principles described in that chapter and just want to check on the precise key-strokes that you need to type in order to get a particular effect, the Summing Up section will probably contain all the information you need.

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1

Setting up your PCW9512+

DON'T TRY TO SET UP YOUR AMSTRAD PCW9512+ COMPUTER AND WORD PROCESSOR BEFORE YOU HAVE READ THIS CHAPTER. It contains important safety information as well as instructions on looking after the equipment.

Unpacking your PCW9512+

Before removing your PCW9512+ from its packing, make sure that you have a space about 2 feet square on a firm table or desk-top on which you can set up the machine. Before finally choosing where your computer will 'live' while you're using it, read the section in this chapter called **Finding a home for your PCW9512+**.

Pull the items carefully out of the from the packing materials, making sure that you don't miss any of the smaller parts. You should have the following:

- ☐ System unit and monitor
- ☐ Keyboard

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- ☐ Daisy-wheel printer, with a daisy-wheel and printer ribbon fitted
- ☐ Auto-sheet feeder
- ☐ Tractor feed mechanism
- ☐ This Guide
- ☐ 1 LocoScript 2 disc
- ☐ 1 CP/M disc
- ☐ 1 blank disc

If anything is missing, contact your dealer at once.

Don't throw away the packaging; keep it in case you need to transport the computer some time in the future.

Electrical safety

Before attempting to connect your PCW9512+ to the electrical mains power supply, read the following notes carefully:

The mains lead plug fitted to the computer's UK supply lead is only suitable for use with a 13 Amp socket.

If the socket you intend to use is not a 13 Amp type, or if you wish to fit an alternative mains plug onto the mains lead, the moulded plug may be cut away and the ends of the lead stripped as required to suit the plug to be fitted.

WARNING

IF YOU REMOVE THE MOULDED PLUG, DISPOSE OF IT IMMEDIATELY. THE PLUG IS NON-REWIRABLE AND WOULD CAUSE A SHOCK HAZARD IF IT WERE INSERTED INTO A SOCKET.

If a 13 Amp (BS1363) plug is used, a 3 Amp fuse must be fitted. The 13 Amp fuse supplied in a new plug must NOT be used.

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any other type of plug is used, a 5 Amp fuse must be fitted either in the plug or adaptor or at the distribution board.

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked by the letter E or by the safety earth symbol \perp or coloured GREEN or GREEN-AND-YELLOW.

The wire which is coloured BLUE must be connected to the terminal which is marked with the letter N or coloured BLACK.

The wire which is coloured BROWN must be connected to the terminal which is marked with the letter L or coloured RED.

Disconnect the mains plug from the supply socket when not in use.

DO NOT CONNECT TO “IT” POWER SYSTEMS

(An “IT” power system has no direct connection to earth; the exposed conductive parts of the electrical installation are earthed.)

THIS APPARATUS MUST BE EARTHED.

Do not attempt to remove any screws nor to open the casing of the machine. Always obey the warning on the rating label on the back of the monitor:

**HIGH VOLTAGE INSIDE. DISCONNECT THIS
EQUIPMENT FROM THE POWER SUPPLY
BEFORE REMOVING ANY COVER.**

Don't connect your PCW9512+ to the main power supply until you have plugged the printer and the keyboard into the screen

unit. This is described in the section **Connecting the units together** later in this chapter.

Finding a home for your PCW9512+

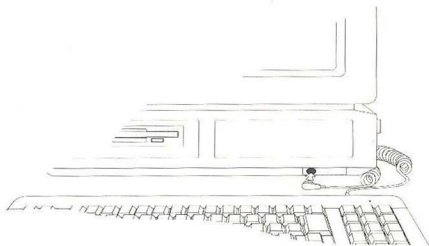
IMPORTANT Your PCW9512+ computer has been designed to give you lasting good service. You must bear the following points in mind when choosing a position for it:

- ☐ Make sure that all the equipment is installed close to, and within easy access of, the electrical mains supply socket.
- ☐ Make sure that the equipment is NOT situated near an artificial heat source, such as a radiator. It must NOT be near a water supply nor in direct sunlight. Heat and water can damage your PCW9512+ and destroy data.
- ☐ For your own comfort, place the monitor where there will be no external reflection from windows or lamps onto the screen.

Caring for the PCW9512+

Your PCW9512+ computer will function well with very little maintenance, but the following points may be helpful:

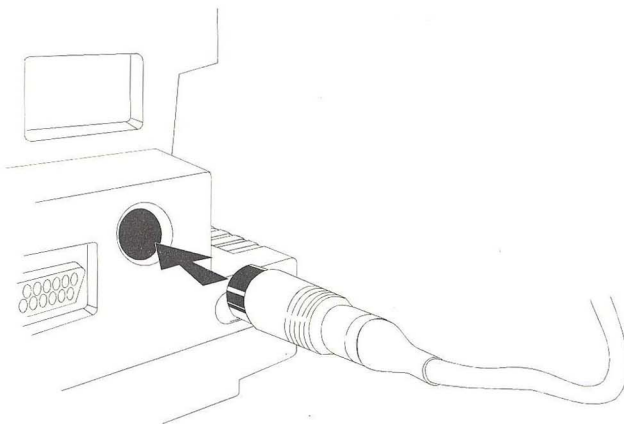
- ☐ Use a non-CFC (chlorofluorocarbon) aerosol anti-static foam cleaner to clean the plastic case and the screen. Under no circumstances should you use spirit-based cleaners.
- ☐ Do not attempt to clean the disc drive mechanism.
- ☐ Paper debris and dust can be removed from the printer with a mini vacuum cleaner, or by gentle blowing. Remove ink marks by wiping the affected parts with a soft cloth.



Connecting the units together

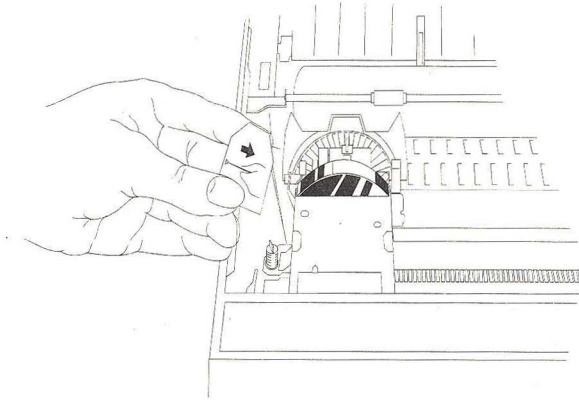
To connect the elements together, begin by plugging the keyboard into the front of the screen unit as shown above.

Next, put the printer by the side of the screen unit and plug it in to the back of that unit like this:

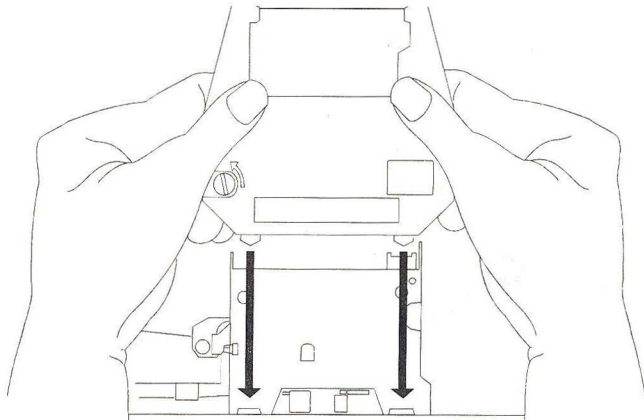


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Remove the packing material from the inside of the printer. The print head is held in place by a plastic tag which prevents it moving about in transit. This should be pulled off, NOT CUT, as shown below.

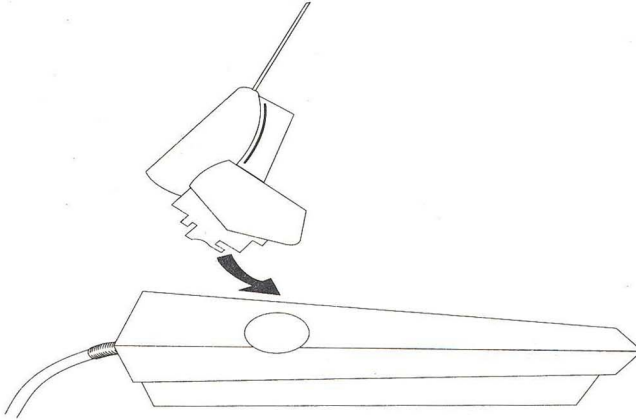


Then make sure that the ribbon is correctly fitted; it should slot into place like this:

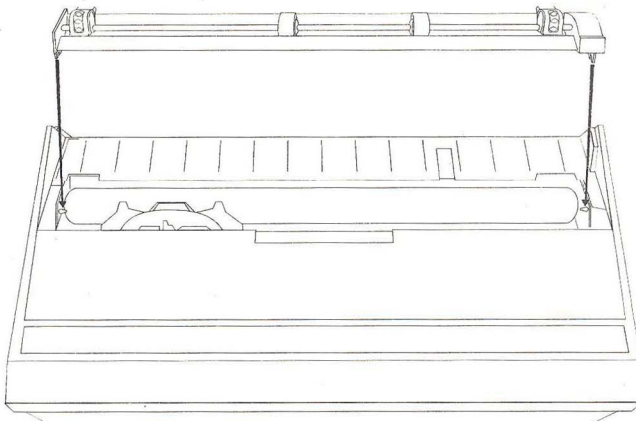


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Next, hold the sheet feeder above the printer and tip it towards you slightly; then lower the hooks onto the posts. If you look from the front of the sheet feeder and below the clear front panel you will be able to see the hooks lower onto the posts. Once the sheet feeder is in the correct position, it will slot easily into place:



In general, this guide assumes that you will be using A4 paper in the auto sheet feeder; however, if you prefer, you can instead fit the tractor feed mechanism, which is used with 'fan fold' continuous stationery. This mechanism is fitted as follows:



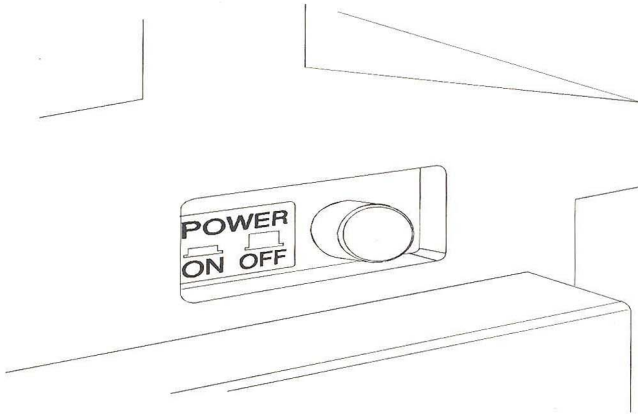
Now you can plug the computer into the mains power supply.

Now that your computer is connected, you are probably eager to begin working with it. Before you do so, you **MUST** make a backup copy of the LocoScript 2 program disc. This is described in the next two sections. It would also be a very good idea to read the rest of this chapter, as this tells you how your discs work, how to look after them, and what kind of discs you should buy to store your own work.

If you damage the discs supplied with your computer, you may make it impossible to use the equipment.

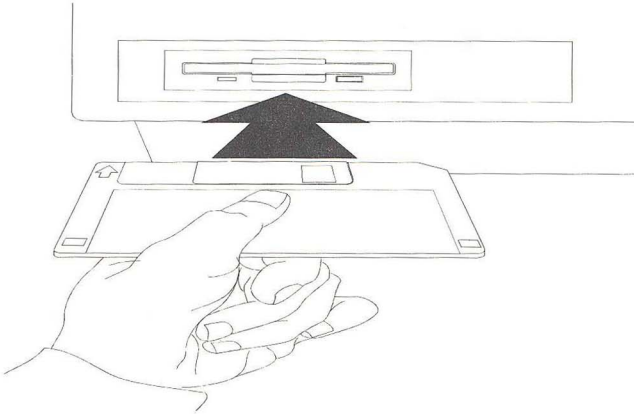
Starting up

When the printer and keyboard have been connected to the monitor unit, you can turn on the computer by pressing in the Power On/Off button located at the back of the monitor screen:



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Insert the LocoScript 2 master disc into the disc drive, holding the disc by the label end and with the label facing upwards, like this:



The disc should go in without difficulty; if there appears to be any obstruction, make sure that there is nothing blocking it (such as another disc) and that you are holding the disc by the correct end, i.e. the one with the printed label on it.

If the disc goes in properly but the computer either doesn't respond at all or emits a series of rapid beeps, you have probably put in the wrong disc. Press the eject button by the side of the disc drive to pop the disc out and insert the LocoScript 2 disc that was supplied with your computer. If the computer does not respond press the space bar to start it working.

Within a few moments of the disc clicking into place you will hear the drive beginning to operate, and the 'activity light' on the drive will come up to full brightness. Some scrolling bars will appear on the screen, followed by a copyright message.

There will then be a pause while two dictionary files, LOCOSPEL.DCT and USERSPEL.DCT, are transferred from the disc into the memory of the PCW9512+. The whole process takes about a minute.

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If you don't get these messages, then you have probably inserted the wrong disc. You should remove it by pressing the disc release button. Then reset the machine by pressing the **(SHIFT)**, **(EXTRA)** and **(EXIT)** keys, holding each key down until they have all been pressed, then releasing them all simultaneously; then insert the correct disc.

Assuming that you have inserted the correct disc, the first message will be replaced within a few seconds by the Disc Management Screen.

Disc management.				Printer idle. Using none.			
C=Create new document E=Edit document P=Print document D=Direct printing F=Fill M=Merge							
f1=Actions f2=Disc f3=File f4=Group f5=Document f6=Settings f7=Disc change f8=Options							
Drive A: 159k used 561k free 15 files				Drive B: not fitted 0k used 0k free 0 files			
LETTERS 145k group 4 0k				Drive M: 27k used 35k free 6 files			
SAMPLES 14k group 5 0k				group 0 27k group 4 0k			
CONT 0k group 6 0k				group 1 0k group 5 0k			
TEMPLATE 0k group 7 0k				group 2 0k group 6 0k			
				group 3 0k group 7 0k			
A: LETTERS 11 files 1 linbo files				A: SAMPLES 4 files 0 linbo files			
PRACTICE.DOC 6k				A:CONT 1 files 0 linbo files			
READ .NE 8k				A:TEMPLATE 10 files 0 linbo files			
PHRASES .STD 3k				LET2PAGE.HOP 2k			
TEMPLATE.STD 2k				LETTER .HDT 2k			
3 hidden				LETTER .PLP 2k			
				MEMO 2k			
				TEMPLATE.LAB 2k			

(Don't worry if some of the details in the illustration above are slightly different from what you can see on your screen.)

We shall look at the Disc Management Screen in detail in the next chapter; for the moment, note that at the top of the screen are three **Information Lines** which tell you about the actions which the computer is carrying out. It pays therefore to keep a close eye on the Information Lines whenever you are giving instructions of any sort to the word processor.

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Your PCW9512+ computer is now ready to begin work. However, before you begin word processing, you should first make 'backup' copies of the program discs included with the computer.

Making these backup copies is very important. Your original discs could be damaged in many ways:

- ☐ They might get scratched or dirty.
- ☐ They might be affected by magnetic fields.
- ☐ The magnetic surface might wear thin through constant use.
- ☐ You might spill coffee or water over them.

For all of these reasons, you must make backup copies before using the program discs, and you should then put the originals away in a safe place.

Remember that you are only entitled to make backup copies for your own personal use. The software products provided with your PCW9512+ computer are all protected by strict copyright legislation, and it is a serious criminal offence to make copies for distribution. Read the software licence at the back of this manual for further information.

Copying Discs

To make copies of the distribution discs, you should ideally have two blank 3 1/2" soft sector, double density discs ready. However, because many users only use their PCW9512+ computers for word processing with LocoScript 2, you may prefer only to make a copy of the LocoScript 2 master disc at the moment, and to make a copy of the CP/M master disc later.

Because making backups is so important, a suitable blank disc has been included with your PCW9512+.

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If you come across anything you don't understand in the following notes, skip ahead and read the material on pp. 1 - 15 — 1 - 16. You should also note the following important terms:

- ☐ The disc which you are going to copy is called the **source disc**.
- ☐ The disc onto which the copy will be made is the **destination disc**. Anything which you already have on the destination disc will be irretrievably lost, and a warning to this effect is given in the Copy Disc Menu.

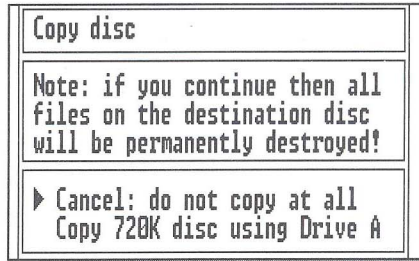
Before you begin copying, check these points:



- ☐ Have you write-protected the source disc? (The program discs packed with your PCW9512+ are permanently write-protected to stop you accidentally damaging them).
- ☐ Is the source disc in Drive A?
- ☐ Is the destination disc write-enabled (i.e. with the write-protect hole blocked by the tab)?

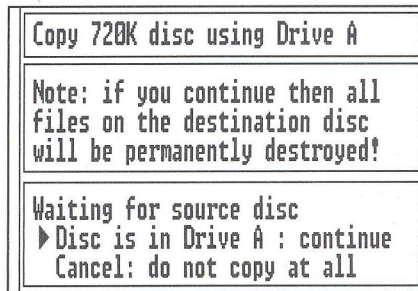
When you're sure that everything's in order, press Function Key **f2**. (In other words, hold down **SHIFT** and tap Function Key **f1**). This menu will appear.




Press the key marked **ENTER** — *not* the one marked **RETURN** — to accept the top option on this menu. The message printed on the following page will then appear.




Tap the  key to move the highlight down to Copy 720K disc using Drive A and then press . This message will then be shown:



The Source disc is the LocoScript 2 disc which is already in the drive, so press  to continue with the copying operation.

LocoScript 2 then starts to copy the material into the computer's memory, one track at a time; a message will be displayed on-screen telling you which track is being 'read' into the memory.

After a while, you will be prompted to insert the Destination disc. Press the eject button to pop out the Source disc and put the Destination disc into the drive in its place. Then press .

The material will then be copied from the computer's memory, one track at a time, onto the Destination disc. You may see a message which reads `Formatting while copying`; this is quite normal. Formatting discs is described in Chapter 3.

In due course you will be prompted to remove the Destination disc and to insert the Source disc once more.

Continue to follow the prompts displayed on the screen; copying a disc involves swapping the Source and Destination discs into the disc drive several times, so be careful not to get the two discs confused with each other.

IF FOR ANY REASON YOU ABANDON THE COPYING OPERATION BEFORE COMPLETING IT, YOU WON'T BE ABLE TO USE THE NEW DISC UNTIL YOU HAVE STARTED THE COPYING PROCESS ALL OVER AGAIN FROM THE START.

In due course, you will see the message `Copying finished`. You can now either return to the Disc Management Screen or copy another disc. If you have another blank disc, you should now make a copy of the CP/M master disc.

After copying

When the copying is complete, put the original disc(s) away in a safe place away from sources of heat and magnetism. In nearly every computer system, the value of the 'software' (the programs and files held on discs) very rapidly exceeds the value of the 'hardware' such as the computer and printer, so it pays to look after your investment.

Label your new LocoScript 2 disc with the words 'LocoScript 2 Start of Day Disc'; the term 'Start of Day Disc' will be explained in due course. It really is important to make sure that every disc is labelled as soon as anything has been saved on it; discs which aren't properly identified are all too easily assumed to be blank, and you may unintentionally reformat them and thus wipe out their contents.

- ☐ If you don't want to do any more work just now, take the disc out of the disc drive and then press the On/Off switch.
- ☐ If you really can't wait any longer to start word processing, turn to the next chapter.
- ☐ If you want to learn more about your computer discs, read the rest of this chapter.

About computer discs

When you turn your PCW9512+ on, its 'memory' — the part of it where all the details of your word processing and other jobs are kept while they are being worked on — is completely empty.

Before you can use the PCW9512+, you must first give it all the instructions which it will need before it can do any work for you. These instructions are called a **program**. The most important program which is supplied with your PCW9512+ is the LocoScript 2 word processing program; this is stored on one of the discs packed with your computer.

Because the computer 'forgets' everything that is in it whenever it's turned off, you will always have to put LocoScript 2 or some other program into it before you can use it. For this reason you must look very carefully after the discs which contain the program; if they are lost or damaged and you have not made copies of them, you will not be able to use your PCW9512+.

Incidentally, since the discs used in the PCW9512+ are quite rigid, you may wonder why they're often referred to as 'floppy discs'. The answer is simple: an earlier generation of discs used a flexible envelope instead of a solid plastic casing, and were thus truly floppy. They were also much more easily damaged than the discs used with the PCW9512+ and other modern computers.

Storing your data

Discs are not only use for storing LocoScript 2 and other programs. They are also used for storing your data; that is, everything you have written which you don't want to lose when you turn off the computer.

As well as the program discs provided with your PCW9512+, you will therefore also need to buy sufficient extra discs to keep all your work. Suitable discs are available either singly or in packets of 10 or more at most computer and office-supply dealers.

You should ask for:

3 $\frac{1}{2}$ '' double-sided, soft sectored, double density (DD) discs.

These are standard PC discs which are readily available from all computer dealers as well as from many business-supply stores. Incidentally, the terms *disc*, *disk* and *diskette* are often used interchangeably.

ONCE FORMATTED, A PCW DISC CANNOT BE READ BY A PC-COMPATIBLE COMPUTER (OR VICE VERSA) WITHOUT SPECIALIST SOFTWARE.

Looking after discs

Although there's no need to be paranoid about looking after your discs, you should understand that they don't last for ever, and that they are vulnerable to physical and magnetic damage. Consequently, everyone who uses them should know how to handle them, as well as how to minimize any accidental losses that may occur.

The main rules for disc care are as follows:

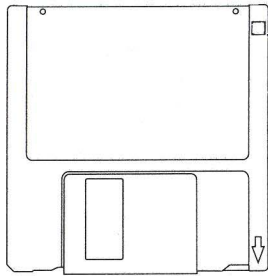
- ☐ Before turning the computer on or off, ensure that the disc drive is empty; powering up or down with a disc in the drive can cause damage to the discs. In the event of a power failure, remove the disc from the drive immediately.
- ☐ Keep discs away from all sources of magnetism. Telephones, transformers and loudspeakers can all cause serious damage.
- ☐ Spillages of coffee, etc., will certainly ruin a disc; inserting a wet or sticky disc into the disc drive 'to see if it's all right' may well damage both the disc and the disc drive, and any other discs which you subsequently insert may also become damaged.
- ☐ Never pull back a disc's protective metal shutter, or attempt to touch its magnetic surface or even blow on it.
- ☐ Like the PCW9512+ itself, the discs must be kept in moderate temperatures; do not leave them in direct sunlight or near radiators, or in unheated areas.
- ☐ Avoid storing or using discs in dusty or damp environments.
- ☐ Keep a 'backup copy' of everything, and make sure that every disc is accurately labelled.

Write-protecting discs

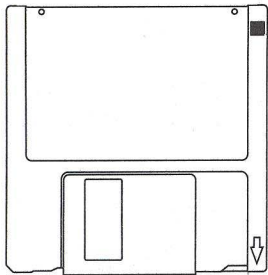
Because it is very easy to accidentally erase material which has been saved on disc, a write-protect device is fitted which is in some ways similar to the snap-off tabs used on audio and video cassettes. These are shown in the illustration on the next page.

When the appropriate write-protect hole is blanked off, 'writing' to the disc can take place normally. If the tab is moved so that the hole is open, the disc is said to be 'write-protected', and an attempt to record material onto the disc, or to erase material from it, will fail, and an error message will be displayed on the screen.

It is generally a good rule never to risk recording anything on any program master disc; always make a copy and use that instead.



*Disc protect tab open;
material on disc can't be
altered or erased.*



*Disc protect tab closed;
material on disc can be
altered or erased.*

Storing and retrieving material

Storing data on discs is easy and fast, and quite substantial amounts of data can be recorded in just a few seconds.

More important than the speed, perhaps, is the fact that you don't need to know anything about where information is stored on the disc; in this regard, saving material onto a disc is quite different from recording onto a video or audio cassette tape, where you have to advance the tape to the right place before beginning recording to avoid erasing other material.

All these details are automatically taken care of by the computer, and a simple instruction to save information on the disc is all that is required — your PCW9512+ will know exactly where on the disc it is best to store it, and how to find it again when the time comes; all you need to do is to give your work a suitable **file-name** by which you will be able to identify it.

When you need to gain access to that information in the future, you simply quote the appropriate file-name so that the data can be ‘read’ back into the computer’s memory off the same disc.

How discs work

Each side of a floppy disc is laid out in a series of concentric **tracks**. There are 80 of these on each side of a disc, numbered from 0 — 79. Additionally the surface of the disc is divided into a series of ‘pie slices’ called sectors. Tracks and sectors exist so that the computer can find the data stored on the disc; they are ‘marked’ magnetically, and are not apparent to the eye.

Usually you will only be aware of the existence of tracks when copying discs, and you may well never hear of sectors until you get an error message telling you that you have a bad one, which simply means that a part of the disc you are using is faulty.

If you have bad sectors on a floppy disc, then you shouldn’t try to save anything else on that disc or you may never be able to get it back again.

About Drive M

As well as the ‘real’ Drive A, the PCW9512+ also has an ‘imaginary’ internal drive called Drive M.

Drive M is actually just a part of the computer’s memory, but it has been set up in a way which enables you to treat it as if it were an ordinary disc drive. In other words, you can store information onto Drive M in the same way as you can onto Drive A.

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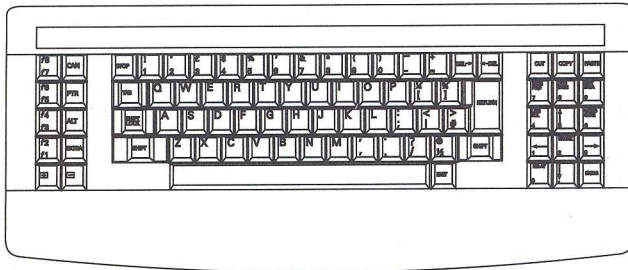
There is, however, an important difference between Drive A and Drive M; when the computer is turned off, any information which is on Drive M will simply be lost.

You should therefore make sure before you switch off the PCW9512+ that you have copied any material which you have stored on Drive M and which you don't want to lost onto a real disc in Drive A.

Copying files from one disc to another is described in Chapter 3 of this guide.

The Keyboard

The PCW9512+ keyboard looks like an ordinary typewriter keyboard, with some extra keys added.



In the centre of the keyboard unit is a section containing the familiar alphabetic and numeric keys, as well as two additional keys which are labelled **STOP** and **EXIT**, whose function will be described later.

The **SHIFT LOCK** key has a light to show when it is engaged. The large key marked **RETURN** on the right of this section serves the same purpose as Carriage Return on a typewriter.

Note that in LocoScript 2 the **RETURN** key described here is *not* the same as the **ENTER** key described below. **RETURN** is used while editing a document to force the cursor to the beginning of a new line, while the **ENTER** key is used to confirm a selection from a LocoScript 2 menu.

The alphabetic keys are capable of producing a wide range of symbols, not all of which are shown on the key-tops, and LocoScript 2 and some other programs make use of this ability. LocoScript 2, for example, provides a very wide range of accents and non-English characters, so that most languages which use a form of the Roman or Cyrillic alphabets, as well as Greek — modern and ancient — can be correctly represented.

There are also a number of special keys which are used for controlling the way in which LocoScript 2 and some other programs work. Four of these labelled with the symbol ‘f’ and a number are called **function keys**. In LocoScript 2, the function keys are used to call down special **menus** — groups of options which are open to you.

By the function keys are some other special keys labelled **CAN** (for CAncel); **PTR** (PrinTeR); **ALT** (ALTeRnate); and **EXTRA**. Finally there are two special keys marked with a **+** and **-**; these last two are sometimes called the Set and Clear keys; they should not be confused with the keys which produce the ordinary ‘plus’ and ‘minus’ symbols.

The cursor keys and number pad

On the right of the keyboard is a group of keys devoted to helping you to move around your documents while word processing. These include the four **cursor keys** (the ones with arrows on them), and keys labelled with words like **RELAY**, **ENTER** and so on.

This cluster of keys doubles as a number pad; If you press the **ALT** and **RELAY** keys together, these keys will subsequently produce numbers instead of moving the cursor; press **ALT/RELAY** again to go back to using those keys to control the cursor. (The cursor is described in the next chapter.)

Caps Lock

Pressing **ALT**/**ENTER** acts as a Caps Lock key; pressing the same combination a second time turns Caps Lock off.

Resetting the computer

Finally, whatever program you are using, pressing **SHIFT**, **EXTRA** and **EXIT** together will reset the computer completely — just as if you had turned it off and then back on again; anything you have not yet saved onto a disc will be lost forever, so use this facility with caution. If you reset your PCW9512+ in this way, you will have to reload LocoScript 2 before you can use it again.

Summing up

To get the best out of your PCW9512+, you must make sure that it is kept away from extremes of temperature. In addition, the discs must be kept away from sources of magnetism such as telephones.

You should not use the master discs; instead, make backup copies and use them. Then put the originals away in a safe place.

2

LocoScript 2 Tutorial

In this chapter we shall show you how to use the LocoScript 2 program to create and edit your own simple documents. Afterwards, you will use the printer to make a 'hard copy' of your work and save it on disc so that you can use it later.

Firstly, you will learn how to recall a document from disc, and about the various rapid ways in which you can move round a document that you have written.

What is word processing?

At its simplest, word processing is like typing without the correction fluid. Text which is entered *via* the PCW9512+ keyboard is displayed on the screen as you type and, when you are ready, you can output it on a printer giving an effect indistinguishable from ordinary typewritten documents.

The great advantage of a word processor over a typewriter is that all the corrections and alterations can be made *before* anything is committed to paper; this process is called **editing**, and it may involve anything from finding and removing a spelling error to moving whole sections of text around from one part of a document to another.

Text which has been created at the keyboard can be printed immediately, or it can be 'saved' on a floppy disc and recalled later. In this way you can create documents of almost any length by simply adding new material to what you had previously saved.

You will soon find that word processing is highly addictive; once you have become accustomed to using LocoScript 2 and your PCW9512+ computer, you will probably never again willingly use a typewriter.

General principles of using LocoScript 2

Creating and printing a LocoScript 2 document involves all of the following steps:

- ☐ Choosing a Group in which the new document will be stored.
- ☐ Pressing **C** to Create the new document, and then giving it a suitable name.
- ☐ Typing in the document at the LocoScript 2 Editing Screen.
- ☐ Saving and possibly printing the finished document.

As you can see, several different steps are involved in the process, and unless you carry them all out correctly, you may be disappointed. Read through the material which follows very carefully and follow the instructions *exactly*.

The Disc Management Screen

The first step in working with any document is to go to the Disc Management Screen; we have already met this in Chapter 1, but as so much work with LocoScript 2 is done from this screen, we've printed it again on the next page. Incidentally, don't worry if some of the details on your screen are a little different from the illustration; in particular, some of the files on your disc may have different names from those shown here.





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- ☐ If you are carrying on directly from Chapter One, the Disc Management Screen should already be displayed.
- ☐ If you have turned your PCW9512+ off, start it up again as described in Chapter One and put your copy (not the original) of the LocoScript 2 Start of Day Disc into Drive A. The Disc Management Screen will be displayed after the usual copyright messages.


Disc management.				Printer idle. Using none.			
C=Create new document E=Edit document P=Print document D=Direct printing F=Fill M=Merge							
f1=Actions f2=Disc f3=File f4=Group f5=Document f6=Settings f7=Disc change f8=Options							
Drive A: 159k used 561k free 15 files				Drive B: not fitted 0k used 0k free 0 files			
LETTERS 145k group 4 0k				Drive M: 27k used 35k free 6 files			
SAMPLES 14k group 5 0k				group 0 27k group 4 0k			
CONT 0k group 6 0k				group 1 0k group 5 0k			
TEMPLATE 0k group 7 0k				group 2 0k group 6 0k			
				group 3 0k group 7 0k			
A: LETTERS 11 files		A: SAMPLES 4 files		A:CONT 1 files		A:TEMPLATE 10 files	
1 limbo files		0 limbo files		0 limbo files		0 limbo files	
PRACTICE.DOC 6k		ABOUT.BA.SIC 4k		TEMPLATE.STD 2k		LET2PAGE.HDP 2k	
READ.ME 0k		PROGSFOR.PCW 4k				LETTER.HOT 2k	
PHRASES.STD 3k						LETTER.PLP 2k	
TEMPLATE.STD 2k						MEMO 2k	
3 hidden						TEMPLATE.LAB 2k	

The screen is divided into three parts:

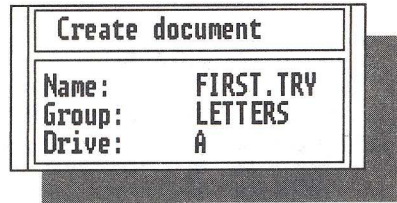
- ☐ The three **Information Lines** at the top of the screen.
- ☐ The names of various document **groups** listed according to the disc drive on which they are found.
- ☐ The **Directory Columns** which occupy the lower two-thirds of the screen.

In each of the two lower sections is a long highlight bar. These highlights can be moved around the screen to select individual group and file-names, using the cursor keys    and .

Opening a new document

We shall come back to examine the Disc Management Screen in much more detail after we have created our first document. For the moment, move the lower highlight bar into the Group named LETTERS and then press  (either in capitals or lower-case) to Create a document. LocoScript 2 will respond with the Create Document Menu.


LocoScript 2 always prompts you with its own name for a new document, and this is shown in the slot at the top of the menu. This is a **file-name**, by which you will refer to your work when copying or printing it, or when calling it back onto the screen




Create document	
Name:	FIRST.TRY
Group:	LETTERS
Drive:	A

for subsequent editing. All LocoScript 2 documents have a file-name.

We will give our document the name FIRST.TRY. To do this, carry out the following steps:

- ❑ The **default** name — that is, the one which LocoScript 2 automatically offers — is DOCUMENT.000. To clear this, press the  key.

Important — whenever this guide tells you to press the  key, this always refers to the Clear Key located below the function keys, and *not* the ordinary ‘minus’ key. The ordinary minus key simply puts a ‘-’ sign on the screen when you are editing a document; the Clear Key is a LocoScript 2 control key.

- ❑ Type in the name FIRST.TRY; remember to put the full stop between the two words, and not to press the space bar at all. You can type the name in either capitals or lower-case letters, but LocoScript 2 always converts file-names to capital letters.

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- ☐ When you've finished, press the **ENTER** key. If the disc is write-protected, you will be warned. Clear the write-protect tab on the disc, reinsert the disc in the drive, move the highlight to the bottom of the message slot with the cursor keys and then press **ENTER**.

A note about file-names

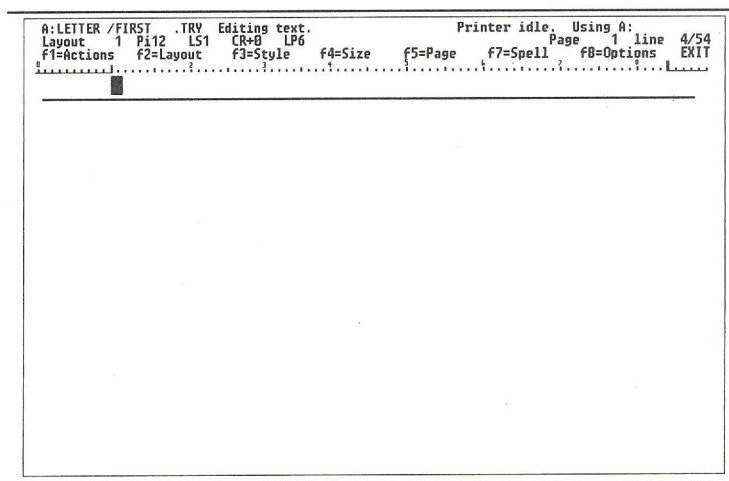
File-names like FIRST.TRY have to conform to certain quite strict rules. If you are already familiar with computers, you may like to know that the LocoScript 2 rules for file-names are basically the same as those which apply in MS-DOS and CP/M. If you don't already know about these systems, you should read the important section **About file-names and extensions** on pp. 2 - 14 — 2 - 15.

The Editing Screen

You should now be at the Editing Screen.

The screen is divided into two areas:

- ☐ The Information Lines at the top,



- ❑ The writing area which occupies most of the screen.

About the Information lines

For the moment we shall ignore the Information Lines at the top of the screen. However, as you become more familiar with LocoScript 2, you will find that you need to refer to the contents of the Information Lines quite often. They are described in more detail in the section **More about the Information Lines** on pp. 2 - 16 — 2 - 17.

Meet the cursor

Beneath the Rule is the area of the screen in which your typing will appear; the position at which the first character you type will appear is marked by a flashing square called the **cursor**. As you type, the cursor will keep moving ahead of you.

The page-bar

Underneath the cursor is a bar which extends right across the screen. This bar represents the bottom of the current page, and as you type it will move ahead of you down the screen one line at a time until you have typed in enough to fill an ordinary sheet of A4 paper. When this happens, the cursor will jump below the page-bar and a new page-bar will be created underneath it.

Beginning to type

You can now start to type in the text of the short letter printed on the next page. You should press the **RETURN** key at the end of each line in the address at the top of the letter, *but you mustn't press it in the main text.* (You may find that when you press **RETURN**, a '↵' symbol appears. Ignore this for the moment.)

When the cursor reaches the right margin, any half-completed word will be automatically transferred to the start of the next line. This feature is called **word-wrap**, and it means that you don't need to worry about watching your place on the line. This is a very important difference between using a word processor and an ordinary typewriter.

Weyburn Golf Club,
Penney Green,
Weyburn

April 15, 1995

Dear Member,

This is to remind you that the Golf Club's Annual Meeting will be held at 7.30 pm on Friday May 5th. During the meeting, elections will be held for posts on the Club Committee; nominations should be submitted to me in writing not later than 24 hours before the beginning of the meeting.

Yours faithfully,

James Smith
(Hon. Secretary)

Typing tips

Entering text with a word processor is very much like using an ordinary typewriter, but there are a couple of important differences:

- ❑ Don't hold any of the keys down while you're typing; a quick tap is all that's needed. Holding the keys down will make them **auto-repeat**, leaving a string of unwanted letters on the screen.
- ❑ Any mistakes that you make while typing can be rubbed out by using the ←DEL and DEL→ keys; these keys auto-repeat too, so be careful that you don't erase more than you mean to.

When you've finished, the screen should look like the display on the next page.

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```
A:LETTER /FIRST .TRV Editing text. Printer idle. Using A:
Layout 1 Pi12 L51 CR+0 LP6 Page 1 line 4/54
f1=Actions f2=Layout f3=Style f4=Size f5=Page f7=Spell f8=Options EXIT
```

Weyburn Golf Club,
Penney Green,
Weyburn

April 15, 1995

Dear Member,

This is to remind you that the Golf Club's Annual Meeting will be held at 7.30 pm on Friday May 5th. During the meeting, elections will be held for posts on the Club Committee; nominations should be submitted to me in writing not later than 24 hours before the beginning of the meeting.

Yours faithfully,

James Smith
(Hon. Secretary)

Editing your text

Word processing makes it very easy to go back and correct your work without needing to mess with erasers or correcting fluid. To see how easy it is to make alterations to what you've written, we'll now insert the words signed by the proposer and seconder immediately after the word nominations.

To do this, use the cursor keys to move the cursor up until it's resting on the first letter of the word *should* in the letter. Then simply begin typing in the new material. Don't worry; it won't erase what's already there.

As you do this you'll find that the line will 'break' to make room for the new text. Keep typing, and when the whole of the new material has been entered, you can set about restoring the proper form of the paragraph. All you have to do is to press the **RELAY** key, located on the bottom row of the keyboard. The whole paragraph will be tidied up before your eyes.

Tidying after deletions

If you shorten a line so much by making deletions that there is room at the end of it to fit something which appears at the beginning of the following line, pressing the **RELAY** key will again ensure that everything is laid out as neatly as possible within the set margins.

Quick tip

A simpler solution is to take the cursor down past the end of the paragraph; if you do this, the ragged text will be relayed automatically. Much the same thing happens if you make further corrections lower down in the same paragraph. In any case, everything will be automatically tidied up before your work is saved to disc, so you don't actually need to relay it yourself anyway, though many users prefer to do so when editing as it gives them a better idea of the final 'shape' of their work.

Making a printed copy

When you have the whole text looking the way you want it, you can make a printed copy. The document will be automatically saved to disc at the same time.

Putting paper in the printer

Although LocoScript 2 will handle many different paper sizes, it's best to start with standard A4 if at all possible.

Take several sheets of A4 paper and fan them gently to make sure that the sheets aren't stuck together. Then slide the paper between the paper guides of the sheet feeder, making sure that the paper is held squarely but not tightly. **DON'T PUSH THE PAPER DOWN**, as this may stop the printer from working properly.

Printer Control State

When you have loaded paper into the printer, look back at the screen and you will see that the Information Lines at the top have changed.

This is because operating the printer automatically puts you into **Printer Control State**. This is a special condition in which you can give instructions to the printer, and this is why the word PRINTER is flashing at the top of the screen. Printer Control State can be entered in either of two different ways:

- ☐ Pulling forward the printer bail-bar or operating the paper-loading lever.
- ☐ Pressing the **(PTR)** Key on the keyboard.

Leaving Printer Control

We have no further instructions to give the printer at the moment, so leave the Printer Control State by pressing the **(EXIT)** key on the bottom row of the keyboard, and you will see the Information Lines change back to what they were before.

Printing and saving

We're now going to do three different jobs with a single command:

- ☐ Leave editing the document and return to the Disc Management Screen.
- ☐ Save the document on disc so that we can use it again in future.
- ☐ Print the document.

Press the **(EXIT)** key; the Exit Menu printed on the next page will appear. The options on this menu are as follows:

- ☐ **Finish edit** This saves your work onto disc but doesn't make a printed copy.
- ☐ **Save and Continue** This saves work onto disc and then lets you resume writing and editing from the point where you left off.

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- ☐ Save and Print saves the document first and then prints it provided that the printer is ready.

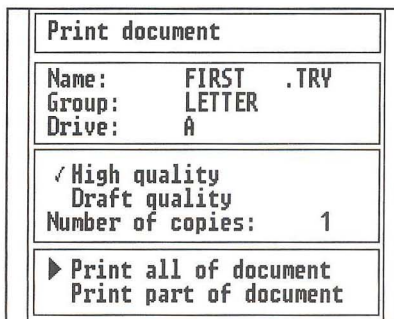


► Finish edit
Save and Continue
Save and Print
Abandon edit

- ☐ Abandon Edit This scraps the work which you have been doing. This is a dangerous choice; if you select this by mistake and you have no other version of your work on disc, then everything will be lost irretrievably.

The option we are going to use now is **Save and Print** so make sure that your disc is still in Drive A. Then use the cursor keys to take the highlight bar down until it's resting on the **Save and Print** option and confirm it by pressing **ENTER**.

A message will be displayed to tell you that the document is being processed; this is the tidying up and relaying procedure mentioned earlier, and it will only take a second or so for such a short document. Then the **Print Document** Menu will be presented.



Print document

Name: FIRST .TRY
Group: LETTER
Drive: A

✓ High quality
Draft quality
Number of copies: 1

► Print all of document
Print part of document

This menu allows you to choose whether you want to print in **High Quality** or **Draft** (although the choice won't be effective on the daisy-wheel printer supplied with your PCW9512+), the number of copies you wish to make, and whether or not you want to print all of the document — useful for multi-page texts, but not really applicable to what we have done so far.

If you change the name of the document in the slot at the top of the menu, then the document you specify will be printed instead of the one

you have just finished writing; however, your work will still be saved onto disc.

To print your work, press **ENTER** twice and your work will be both saved on disc and printed. When the printing is complete, the paper will be automatically fed upwards until it is just held by the bail bar. Pull it out, and the job is done!

By now the computer will be displaying the Disc Management Screen again, but with one important change: the document you have just created will be listed among the contents of Disc A, showing that it has indeed been saved onto the disc and can be recovered at any time.

Editing a document

Once a document has been created and stored on disc, you can always go back and **edit** it — that is, you can make any number of changes, additions or deletions, before either storing the document on disc again or printing it. Indeed, the great attraction of word processing is precisely that it's so easy to come back later and improve on what you've already written.

To edit an existing document, put the lower highlight bar on the name of the document you wish to work with, and then press **E** (for Edit). LocoScript 2 will check that you really do want to edit that document, so press **ENTER** to confirm the operation. The text will then be displayed on the screen.


Remember that any changes you make to a document while editing it will be forgotten when the computer is turned off unless you have first saved them on disc by choosing the **Finish edit** option from the Exit Menu.


If you make changes to a document and then change your mind about keeping them, use the **Abandon Edit** option from the Exit Menu instead.

A simple example

To give yourself a taste of editing, look for a file called PRACTICE.DOC. This is a special document which you can read and alter to your heart's content.






Moving round the document

PRACTICE.DOC is too long to fit all on the screen at one go. To see the bottom section of the document, press the  key to make more text visible.

When the cursor reaches the bottom of the screen, everything will automatically **scroll up** a line, and the line at the very top of the screen will disappear. Don't worry about the material that has disappeared off the top of the screen; it is still in the computer's memory even though you can't see it, and you can always get back to it by moving the cursor up to the top of the screen with the  key and then continuing to press the same key to make everything that has gone off the top of the screen scroll back down again.

Other ways of moving around a document

As well as the cursor keys, LocoScript 2 offers many other powerful ways of moving the cursor round a file, and once you are familiar with them you will find them very useful. The keys which govern this facility are grouped around and above the cursor keys; they are:

-  
-  
-  
-  

If you position the cursor at any point in the first line of PRACTICE.DOC and then experiment with these keys, the workings of most of them will very quickly become clear.

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Their purpose is to move the cursor immediately to the point indicated by the key-name:

- ❑ **EOL** takes the cursor to the End Of (the current) Line.
- ❑ **PAGE** jumps to the first character on the next page (or the foot of the current page if it is the last one).
- ❑ **PARA** goes to the head of the next paragraph.
- ❑ **CHAR** moves to the next character.

The other functions are obtained by pressing **SHIFT** and the appropriate key at the same time:

- ❑ **LINE** moves to the start of the next line.
- ❑ **DOC** goes to the end of the document.
- ❑ **WORD** jumps to the first character of the next word.
- ❑ **UNIT** allows you to move the cursor forward to a **Unit Marker**, which is a point that you have previously defined in the text. Unit Markers are described in Chapter 4.

The effect of each of the keys can be reversed by pressing **ALT** (for **ALTeRNate**) at the same time:

- ❑ **ALT/ PARA** moves the cursor to the head of the previous paragraph.
- ❑ **ALT/ EOL** goes to the end of the previous line (not to the beginning of the current line as you might imagine.)
- ❑ **SHIFT/ ALT/ DOC** jumps back to the start of the document.
- ❑ **SHIFT/ ALT/ UNIT** goes to the previous Unit Marker.

Practice using these keys until you feel quite confident about what they all do; you'll find them very useful, especially when working with very long texts.

About file-names and extensions

LocoScript 2 file-names consist of two parts. The first part has up to eight letters or numbers, though a number cannot be the first character in a name. This can optionally be followed by a further three optional letters or numbers.

The last three letters are called the **file-type** or the file-extension. The first eight letters are called the **file-name**. However, the whole name including the extension is sometimes also called the file-name.

Some file-names have special meanings to LocoScript 2; for instance, standard template files are always called `TEMPLATE.STD` and the file containing LocoScript 2 Phrases, which we shall be meeting in more detail later, is always called `PHRASES.STD`. If you change these names, LocoScript 2 won't be able to find these documents when it needs to.

There are some cases where particular file-extensions are commonly used though they aren't actually compulsory; for instance, LocoMail data files are customarily given the `.LST` extension.

Subject to these few simple rules, the file-name and file-type can be anything you like, but we suggest that you choose both with care, as otherwise you may have trouble tracking down a copy of the document you want in the future. For instance, `BANKLETR.MAR` is more easily identified later as a copy of a letter that you sent to the bank in March than something labelled `LETTER.052`.

More about the Information Lines

The Information Lines at the top of the Editing Screen contain a great deal of very important material:

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- ☐ To start a new document, press **C** at the Disc Management Screen, type in a name for the new document, and then press **ENTER**.
- ☐ Don't press **RETURN** at the end of every line; only press it when you need to start a new paragraph.
- ☐ Use the cursor keys and the **←DEL** and **DEL→** keys to make any necessary corrections.
- ☐ When the document is complete, press **EXIT** to leave it, and select the appropriate option from the menu depending on whether or not you want to print the document yet.
- ☐ If the disc in Drive A is write-protected, you will be asked if you want to save it on Drive M. If you accept this and then fail to copy the work onto a 'real' disc in Drive A before you turn the amchine off, your work will be lost.

3

More about Discs

In this chapter you will learn about some of the most important skills that you need to look after your discs and the files on them. Although you are probably anxious to learn more about the different facilities which LocoScript 2 offers for producing more complex and sophisticated documents, disc 'housekeeping' is an essential skill which you should learn as soon as possible; unless you learn it, you will lose your files, or — even worse — erase them accidentally.

The full range of skills which you need to acquire is as follows:

- ☐ Copying document files from one disc to another.
- ☐ Erasing any files that you don't need any more.
- ☐ Printing documents directly from the disc without displaying them on the screen first.
- ☐ Identifying the contents of a file without loading the whole file into the computer.

Back to the Disc Management Screen

As its name suggests, the Disc Management Screen is the key to disc housekeeping. Load LocoScript 2 into your PCW9512+ with your copy of the Start of Day disc in the usual way so that we can take a detailed look at some of the features of this very important screen.

In Chapter 2 we saw that immediately under the Information Lines on the top of the Disc Management Screen are three rectangular boxes headed with the names of the three 'standard' disc drives, Drives A, B and M. As supplied, the PCW9512+ only has one real drive and the 'internal' Drive M fitted, and so the box headed Drive B: will be empty.

Disc management.				Printer idle. Using none.			
C=Create new document E=Edit document P=Print document D=Direct printing F=Fill M=Merge							
f1=Actions f2=Disc f3=File f4=Group f5=Document f6=Settings f7=Disc change f8=Options							
Drive A: 159k used 561k free 15 files				Drive B: not fitted 0k used 0k free 0 files			
LETTERS 145k group 4 0k				Drive M: 27k used 35k free 6 files			
SAMPLES 14k group 5 0k				group 0 27k group 4 0k			
CONT 0k group 6 0k				group 1 0k group 5 0k			
TEMPLATE 0k group 7 0k				group 2 0k group 6 0k			
				group 3 0k group 7 0k			
A: LETTERS 11 files		A: SAMPLES 4 files		A: CONT 1 files		A: TEMPLATE 10 files	
1 limbo files		0 limbo files		0 limbo files		0 limbo files	
PRACTICE.DOC 6k		ABOUT BA.SIC 4k		TEMPLATE.STD 2k		LET2PAGE.HDP 2k	
READ .ME 8k		PROGSFOR.PCW 4k				LETTER .HDT 2k	
PHRASES .STD 3k						LETTER .PLP 2k	
TEMPLATE.STD 2k						MEMO 2k	
3 hidden						TEMPLATE.LAB 2k	

Bytes and kilobytes

Among other details, these rectangular boxes contain brief details of how much space is spare on each disc, measured in **Kilobytes**, abbreviated to **K**. One **byte** is the amount of space required to store a

single character — a letter of the alphabet, for example, or a single number — and a kilobyte is equal to 1024 characters, rather than 1000 as you would probably expect. You are also told how many files are stored on the disc and how much disc-space is currently unoccupied ('free'), also measured in Kilobytes.

Don't worry if bytes and kilobytes mean nothing to you at the moment; very soon you will be able to judge whether a particular disc has enough room left on it to hold a new document, and this is the only practical point you need to be concerned with. A useful rule of thumb is that a typical A4 page of continuous text written using single-line spacing occupies approximately 4K of memory.

The group columns

In the group columns which occupy most of the Disc Management Screen are listed the names of all the files on each drive, including Drive M; this listing is called a **catalog**. The catalog columns displayed on your screen may contain different files from those shown in the illustration on the previous page, but this doesn't matter.

In each group the files are listed in alphabetical order together with an indication of their size. File size is always given in whole kilobytes, and even a file containing only a couple of characters still needs a full kilobyte of storage space.

Limbo files

At the head of each column is the statement about the number of **Limbo files**. These are files which you have deleted but which are still kept on the disc 'out of sight' in case you change your mind about deleting them and decide that you want them back after all.

Whenever you delete a file, LocoScript 2 simply puts it into Limbo; then, as the disc gradually fills up, it begins to discard the Limbo files as the space they occupy becomes needed for something else. The lesson here is that if you have deleted a file without meaning to, you should lose no time in recovering it out of Limbo, as otherwise it may

disappear for good; we shall show how this is done on pp. 3 - 13 — 3 - 14.

Erasing files for security reasons

Because there are occasions when it is necessary to remove Limbo files before LocoScript 2 gets round to throwing them out — they might contain confidential information which you wouldn't want other people to resurrect, for instance — LocoScript 2 offers an Erase facility which makes file-recovery impossible.

One other word of warning about Limbo files: they are unique to LocoScript 2 and LocoScript 2. If you use your PCW to run other programs such as spreadsheets and databases, don't expect to be able to delete your files and later change your mind and recover them.

Hidden and system files

At the foot of some of the columns on the screen you may see a reference to **hidden files** or **system files**. These are special program and data files which are used by LocoScript 2. You can't edit these special files with a word processor, and if their names were shown on the screen they would merely clutter up the catalog to no purpose. However, their names can be revealed if you particularly wish; this is described on p. 3 - 16.

Moving the highlight bars

The first step in editing or printing a file which already exists (and whose name is therefore displayed in one of the catalog columns on the Disc Management Screen), is to put the lower highlight bar onto the appropriate file-name, using the cursor keys.

The upper highlight can be moved directly from one group to another by pressing the appropriate cursor key while holding down **SHIFT** at the same time.

As you move either of the highlight bars around the screen, the other bar flies automatically to an appropriate position. For example, if you put

the lower highlight over one of the files in group 1 of Drive A, you will see that the upper highlight bar has jumped to the Drive A box just under the Information Lines. If you move the upper highlight bar to a group which has no files in it, the lower highlight will lie vertically along the dividing line that separates two columns.

Control keys

All actions involving the Disc Management Screen are started by pressing one or other of the keys listed on the Information Lines (or **PTR** to enter the Printer Control State).

Because LocoScript 2 is so complex, and because the various keys have different functions at different times in the course of a word processing session, choosing the right control key for any given purpose can be rather confusing until you have become familiar with the program. However, there are some important safeguards which greatly reduce the chances of an accidental error ruining your work.

- ❑ If you press a completely wrong key — one that isn't listed on the Information Lines at all — the computer will merely beep at you to warn you that your action has been ignored.
- ❑ Before any files are altered or erased, a check menu appears requesting confirmation.
- ❑ Pressing the **CAN** key will **CAN**cel the effect of any control key which you may have pressed in error, or which you have changed your mind about.

Some of the keys which you can press are ordinary letter keys — **E** for Editing a file, for instance, or **C** to Create a new document — but often you will be using the special Function Keys.

The *f*2, *f*4, *f*6 and *f*8 menus are obtained by holding down **SHIFT** and tapping the appropriate odd-numbered key at the same time; for instance, for **f**6 you would press **SHIFT** and **f**5.

The Function Keys

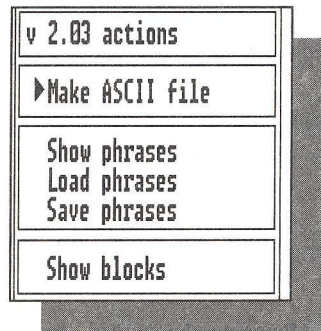
Because the names given to each Function Key at the top of the Disc Management Screen are a bit on the cryptic side, we shall now take a quick look at some of the tasks they perform. This isn't actually an exhaustive list of everything that the Function Keys can do, but rather a description of the most commonly-used options.

Remember too that this list applies only to the way the Function Keys are used from the Disc Management Screen; on the Editing Screen, the various Function Keys have different meanings.

Function Key **f1** — Actions

The Actions key pops down this menu:

As you can see, the largest section of the menu is devoted to manipulating LocoScript 2 **phrases**, which are pre-set expressions which you can incorporate at will in your work. We shall be looking at these in much more detail in Chapter 8.



If you would like to see what phrases are provided 'ready-made' with LocoScript 2, reveal the Actions Menu with Function Key **f1**, then move the highlight bar to the **Show phrases** option and press **ENTER**; you will be shown a list of phrases.

There may be arrows at the bottom of the menu to tell you that there are more phrases stored than there is room to display on the screen; if so, you can reveal the additional phrases by pressing the **↓** key. In Chapter 8 we shall show how you can amend, delete and add to the preset phrases as you wish.

From this menu you can also examine **blocks** of text, described in Chapter 8, and convert a file into a special format called ASCII. This is described in Chapter 17.

Function Key **f2** — Disc

The Disc key is a particularly important one; when you press it, you will be shown this brief menu.

To choose any of the options on this menu, highlight the name of the operation you want to carry out and then press **ENTER**.



```
► Copy disc
Verify disc
Format disc
Rename disc
```

Copying discs

We have already used the **Copy disc** option to make a backup of the master program discs. Remember that this option can only be used to copy a complete disc — you can't use it to copy individual files or groups of files. Whether you are copying individual files or complete discs, it is good practice to make sure that the **source disc** - the disc you are copying *from* — has the write-protect tab set open to make sure that nothing can be accidentally recorded onto that disc if you get the discs mixed up or if some other error occurs.

The **Copy disc** command will erase everything previously recorded on the **destination disc** — the one you are copying *to* — so make sure before you start that you haven't muddled your discs up; this is one of those ghastly errors that everyone makes sooner or later, and only meticulous labelling of your discs will prevent it. However, you can protect yourself from the worst consequences of such a mistake by making sure that you keep proper backups of all your files.

Verifying discs

Because damaged discs don't usually *look* as if there's anything wrong with them, LocoScript 2 allows you to *verify* that a disc is all right.

This is simply a way of checking each track individually to make sure that no physical damage has taken place; if everything is in order, a message will be displayed to show that the disc has no errors.

If you verify a disc which already has files on it and an error is reported, you should lose no time in copying as many of your files as possible onto a good disc using the File Menu popped down by Function Key **F3**; don't try to copy a complete faulty disc, or you may simply copy the errors along with the undamaged material.

You'll probably discover that some of the data on the bad disc can't be recovered, or that you have to disentangle mixed-up files. When you've saved everything you can, you may find that you can reformat the faulty disc and that it will behave perfectly ever after, though you may not want to entrust anything important to it; it's probably safer just to throw it away.

Formatting discs

A newly-bought floppy disc is not unlike a new car-park: before you can park cars on it in an orderly and sensible way, there need to be white lines to outline the individual parking spots.

Similarly, a floppy disc needs to have the equivalent of electronic lines placed on it to identify the various tracks and sectors so that your data can be stored properly. Indeed, *an unformatted disc is completely useless for storing data or programs.*

If you copy a disc with the LocoScript 2 Copy Disc facility, you don't need to format it first, as the formatting is done at the same time as the copying. This one exception apart, all discs must be formatted before they are used, and it is obviously worth doing this to several discs one after the other. There is after all no advantage in keeping unformatted discs lying around the place, and it is more than mildly annoying to discover that you urgently need a formatted disc but that there isn't one to hand.

Generally, only new, blank discs will need to be formatted. However, there is nothing to prevent you from reformatting old discs. If you do

this, everything that was previously recorded on the discs will be completely erased, and a warning to this effect appears on the screen when the `Format disc` option is selected; indeed, reformatting a disc is a standard way of obliterating old information in such a way that it can never be recovered.

As with the other Disc Menu options, all that you need to do is to follow the instructions which appear on the screen, making sure that the write-protect tab on the disc you are formatting is in the 'write-enabled' position, i.e. with the hole blanked off.

Very occasionally you may find that you a particular disc won't format properly. If this happens, the disc is probably defective and should not be used.

Renaming discs

The `Rename disc` option is used to give each disc an identifying name, or to change a name that has already been given. Make sure that the highlight bar in the lower section of the Disc Management Screen is in one of the columns belonging to the disc you want to name or rename, then press `F2`, move the highlight bar down to `Rename disc` and press `ENTER`.



Rename disc	
New Name: ?	.
Drive: A	

The `Rename Disc` Menu will be shown on the screen; type in the name that you want to give to the disc into the slot at the top of the menu and then press `ENTER`.

The rules for disc names are the same as those we described for files in Chapter 2, though the optional three-character extension at the end of the name is usually left blank.

Function Key **F3** — File

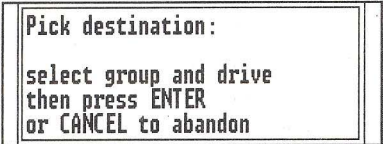
The File key is used to control a group of operations on individual files. These include erasing, copying, moving, renaming files and recovering files from Limbo. In each case it's best to put the lower highlight bar on the file which you are going to work with before pressing **F3**.

Copying files

The Copy file option is used to copy any file from one column to another, or from one disc to another. The disc on which the new copy will be placed must not be write-protected.

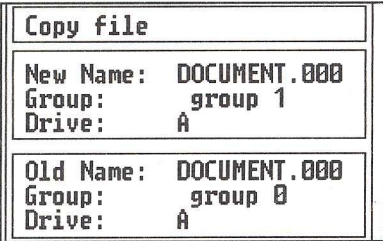
To copy a file to a different group on the same disc, place the highlight bar over the file you want to copy, press **F3**, select the Copy file option, and press **ENTER**.

A message window then appears in the middle of the screen instructing you to move the highlight bar to the group and drive to which the copy is to be made.



Pick destination:
select group and drive
then press **ENTER**
or **CANCEL** to abandon

Don't worry if the message window blocks out a part of the screen that you need to use, as it will disappear of its own accord after about five seconds; if you want to hasten its departure, tap one of the cursor keys. The instructions on the window are in any case repeated on the Information Lines.



Copy file

New Name:	DOCUMENT.000
Group:	group 1
Drive:	A

Old Name:	DOCUMENT.000
Group:	group 0
Drive:	A

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When you have picked the destination disc and group, press **ENTER** again, and a check menu will be shown.

This menu has the twin purposes of allowing you to confirm that you want the copying to take place and of giving you an opportunity to assign a different name to the file which is being copied.

Should there be another file in the destination disc and group which has the same name as the file you are copying, you will be warned of the situation and asked if you want to replace the old file with the new one, give the new file a different name, or abort the whole operation.

The original file is not affected by making a copy of it.

Copying a file from one disc to another is a little more complicated. The procedure for doing this is as follows:

- ☐ Copy the file from the 'real' disc to one of the Drive M columns.
- ☐ Remove the disc from Drive A, and insert the disc onto which you want the copy to be placed.
- ☐ Press Function Key **F1** to tell LocoScript 2 that you have changed discs.
- ☐ Copy or Move the file from Drive M onto the new disc.

Moving a file

The **Move file** command is very similar to **Copy file**, except that the original file is deleted as the move is carried out. Both discs must be write-enabled; it isn't possible to move a file to or from a write-protected disc.

Erasing a file

The **Erase file** option lets you remove a file from the disc. The disc must be write-enabled; it isn't possible to erase a file from a write-protected disc.

To use this option, place the lower highlight bar on the file you want to erase, press Function Key **(F3)** to pop down the File Menu, select Erase file, and press **(ENTER)**. A check menu will appear so that you can confirm the erasure with a tap of the **(ENTER)** key.

Once a file has been erased in this way, it stays on the disc but is classed as a Limbo file. Remember that Limbo is not a permanent home for files; as the disc fills up, the files in Limbo are erased to make space for new material, with the oldest files being thrown away first. The names of Limbo files can be displayed using Function Key **(F8)**, and the files themselves can be recovered from Limbo with the bottom option of Function Key **(F3)**.

Limbo files can't be directly edited or read with LocoScript 2, even if their names have been displayed with Function Key **(F8)** as shown below; they must be recovered from Limbo first.

Files that can't be erased

When LocoScript 2 starts up, various printer files are copied onto Drive M. These files can't be deleted; if you try to erase one you will be warned that the File is already in use. You will then have to press **(ENTER)** to continue.

DON'T UNDER ANY CIRCUMSTANCES TRY TO DELETE THE FILES WHICH ARE AUTOMATICALLY COPIED ONTO DRIVE M.

Security deletion

To completely remove a file from the disc — perhaps because the contents of it are confidential so you don't want anyone else to recover and read it — you should first erase it with the Erase file facility, thus sending it to Limbo, then display the Limbo files and erase the same file all over again. Once you've done this, the file really has disappeared for good.

Renaming a file

The `Rename file` option lets you give a different name to any file. The disc must be write-enabled; it isn't possible to rename a file on a write-protected disc.

Place the highlight bar over the file-name you want to change, then press Function Key `[F3]` and select the `Rename file` option. You will be shown this menu.

Rename file
New Name: ? .
Old Name: DOCUMENT.000
Group: group 0
Drive: A

Type the new name after the prompt `New Name:` and then press `[ENTER]` when you have finished.

Recovering a document from Limbo

To recover a document from Limbo, use Function Key `[F8]` described below to show the names of your Limbo documents. Then put the lower highlight bar on the name of the file you want to recover, press Function Key `[F3]` and select the `Recover from Limbo` option. This menu will be shown.

Recover from Limbo
New Name: ? .
Old Name: ?
Group: group 0 Limbo
Drive: A

You can't have two files with the same name in the same group, so if a file of the same name as the one you want to recover already exists in the same group, you must type in a new name and then press `[ENTER]`.

Function Key **f4** — Group

The Group key has only a single purpose; it enables you to give names to the various groups in which LocoScript 2 documents are grouped.

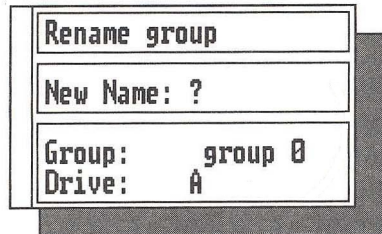
The basic purpose of the group system is to enable similar documents to be kept together, though there are other more sophisticated reasons as well. By giving a suitable name to each group, you can establish an orderly system for looking after your documents.

This may not seem very important at first, but after a year or two you may well end up with literally hundreds of files on disc, and you will find it enormously helpful if you have placed everything in sensibly named groups from the first.

To rename a group, use **SHIFT** and the cursor keys to put the upper highlight bar over the name of the group that you want to change, then tap Function Key **f4** and select the **Rename group** option.

This menu will be displayed.

Type the new group name into the slot; group names can be up to 8 characters in length.



Rename group	
New Name: ?	
Group:	group 0
Drive:	A

'Empty' groups — those which contain no files at all — aren't allocated a column on the screen; if you steer the upper highlight bar onto the name of an empty group, the lower highlight bar will sit on the line dividing two groups which *do* have files in them.

You can create a file in an empty group — or copy or move files into an empty group — in the usual way, except that you will have to pick out the group with the upper highlight bar instead of the lower one. Hold down **SHIFT** at the same time as you press **↑** or **↓** to move the highlight bar at the top of the screen onto the group you want..

Function Key **f5** — Document

This key has several functions, but the only one we shall look at now is `Inspect document`; this enables you to examine the contents of a document without having to display the whole file on the screen.

Place the lower highlight bar over the name of the file you are interested in and press Function Key **f5** followed by **ENTER**, and up to three lines of explanatory text will appear together with a note about page numbering. We shall see how to edit this sort of text in Chapter 4.

When you have read what the text says, you should clear it by pressing either **ENTER** or **CAN**.

Function Key **f6** — Settings

This key is used for changing Paper Types, Character Styles and printer details. These are described briefly in later chapters.

Function Key **f7** — Disc Change

You should never take the disc out of the disc drive when LocoScript 2 is editing or printing a document. The only time you can change the disc is when the Disc Management Screen is displayed, and even then you must inform the program of what you have done by pressing **f7**. This is called **logging in** the disc. If you forget to do this, LocoScript 2 may not understand that it is dealing with a new disc, and thus lose track of your files, possibly with serious consequences.'

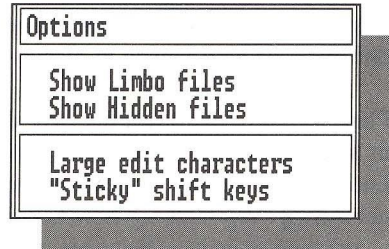
Function Key **f8** — Options

This key is used to reveal Hidden and Limbo files in their appropriate columns as well as to select two options which may be useful for those who have difficulties working with normal-size characters or who find some difficulty in holding down one key at the same time as they press another.

Tapping Function Key **f8** pops down the File Options Menu:

Hidden and Limbo files

Place the highlight over the option you want and press the **+** key. A tick will appear by the option you have selected, and when you press **ENTER**, the catalog will be updated to show hidden or Limbo files as appropriate. If you want, you can show both hidden and Limbo files at the same time.



You can conceal hidden and Limbo files by carrying out the same procedure except that this time you should press **-** instead of **+**; this will remove the tick from the side of the appropriate option in the menu, and when you tap **ENTER**, the catalog will again be updated with the Limbo or hidden files again concealed.

Although there's nothing to stop you from having the names of Limbo and hidden files permanently displayed, it's a much better idea to leave them concealed unless you have some particular reason for showing them; in this way you will avoid cluttering up the Disc Management Screen with unnecessary material.

Large characters

If you find the ordinary characters on the Editing Screen hard to read, you may wish to select the Large edit characters option.

The effect of this is to cause all the characters on the Editing Screen to be shown at twice their normal size. Only document text is affected; the Disc Management Screen and the various LocoScript 2 menus and messages are still shown at the regular size. The appearance of characters during printing is not changed.

To select this option, move the highlight bar down to Large edit characters and press the **+** key to tick the option. Then confirm it with **ENTER**.

Sticky shift keys

If you want to use only one hand when typing, enable the `Sticky shift keys` option by highlighting it, pressing the `[+]` key, and then pressing `[ENTER]`.

The effect of this is to let you press any of the three shift keys — that is, the `[SHIFT]`, `[ALT]` and `[EXTRA]` keys — on their own, and then to follow them with the key which you want to have ‘shifted’.

This delayed effect is only effective for one keystroke at a time.

Making a working disc

By now you may be feeling that the various Function Key descriptions which you have just read are so complicated and involved that you will never master them all. Don’t worry! They are not nearly as complex as they probably appear, especially as most of the time you will find that you are using relatively few of the available options.

As a simple exercise in using some of the Disc Management Screen facilities, we shall now create a special kind of disc called a working disc.

Different kinds of disc

The original LocoScript 2 distribution disc contains both the LocoScript 2 program and some other files which the program sometimes needs to use. The copy of this disc which we showed you how to make in Chapter 1 contains not only these files but also any document files which you have created and saved there.

If you were to put a copy of the LocoScript 2 program on every disc, it would take up a lot of unnecessary space. Although the capacity of the discs is quite adequate for most purposes, there’s no point in filling up your discs with unnecessary copies of LocoScript 2.

The best solution is to have two different types of disc. In this way, you can start a word processing session by loading the LocoScript 2 program

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from a disc containing it, and then remove that disc and replace it with another which has only document files on it.

A disc which has the LocoScript 2 program and its various associated files on it is called a **Start of Day Disc**; you have already made a copy of the LocoScript 2 program disc, and you can use this as your Start of Day Disc. A disc which has only document files on it is called a **working disc**.

To make a working disc, first format a new disc with the **Format disc** option of the Disc Menu reached through Function Key **(F2)**. Then use the **Verify disc** option of the same menu to check that everything is in order; this isn't strictly necessary since any faults will probably show up during formatting, but it's not a bad habit to get into. Then, before you copy any material onto the new disc, give it a name with the **(F2)** **Rename disc** option and also write the name on the paper label.

Next, decide how many groups you want to have on the new working disc, and what names you will give them. Remember that each group should really contain documents which are in some way similar; when we look at group templates in more detail in Chapter 12, we shall see that it can be very helpful if the each group contains documents that are physically similar to one another — using the same size of paper for example. Name the required groups accordingly, using the Group Menu reached through Function Key **(F4)**.

Then use the **Copy file** option of the File Menu (Function Key **(F3)**) to copy any document files which you have already created and stored on the LocoScript 2 program disc onto the new working disc.

Using the Start of Day Disc and the working discs

To begin a word processing session, boot the computer in the usual way with the Start of Day Disc. When the Disc Management Screen appears, take the Start of Day Disc out of the drive and put it away. Replace it with your working disc, pressing **(F1)** to log it in. The details of the files

stored on the working disc will then be shown on the Disc Management Screen.

To open a new file, choose which group it is to be kept in and place the lower highlight bar anywhere in that group. Then press **(C)** to Create a new document. The computer will suggest a name for it, but you can alter this if you want.

The Disc Management Screen will clear and you will be presented with the Editing Screen on which you can create your new document. When you have finished writing and correcting your work, press **(EXIT)**; you will be offered a range of options, one of which is to print your work and to simultaneously save it on to disc.

Saving documents while working

One problem which you may experience is that just as you are getting a document somewhere near perfection, there is an unexpected power cut or you make some inexplicable blunder and manage to lose everything you've written.

Although nothing will get your work back if this happens, you can avoid ever getting into this mess by regular use of the *Save and Continue* option of the Exit Menu while you are editing or creating a document. This simply stores the current version of the document on disc and then lets you continue working with it.

We were brought up on the principle of *Saving and Continuing* at least every half-hour, but a more sensible approach is to ask yourself how much work you wouldn't mind re-keying and to use that as a guide. For instance, if you don't mind retyping an hour's work, use *Save and Continue* once an hour; if you don't ever want to have to re-enter more than a page of text, then *Save and Continue* at the end of every page. The whole process only takes a few seconds anyway, and will certainly save you very much more time than that when something goes wrong.

It should be added that this is the sort of good advice which everyone can see the point of, but which few people trouble to take until they themselves have lost a file. Take heed, and don't be caught out yourself!

Printing from the Disc Management Screen

There is no need to display a document on-screen before printing it out; instead you can print any disc file directly from the Disc Management Screen using the P (for Print) command.

Then follow these steps:

- ☐ Load paper into the sheet feeder as described in Chapter 2.
- ☐ Press **EXIT** to leave the Printer Control State.
- ☐ Put the lower highlight bar on the name of the file you want to print.
- ☐ Press **P** (for Print document). The standard Print Document Menu which we met in Chapter 2 will be shown, allowing you to specify the number of copies you want to print, whether you want to print the whole document or only a part, and whether you want to print in High quality or Draft.
- ☐ Press **ENTER** twice to start the printing.

Summing up

This Chapter and Chapter 2 together contain between them all the basic information you need to use LocoScript 2 reliably. Because there are so many different things that you need to remember, keep this Guide open beside the computer while you work, and keep referring to it when you get stuck, or whenever you get an uncomfortable feeling that something's going wrong.

The most important points to remember are these:

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- ☐ You must *never* change discs except when the Disc Management Screen is displayed, and you must then press Function Key **F7** to 'log in' the new disc.
- ☐ Save and Continue frequently while you're working.
- ☐ Whenever you put paper in the printer, you will have to press **EXIT** to get back from the Printer Control Screen before you can get on with editing, saving or printing your work.

4

The Style Menu

In this chapter you will learn how to improve the presentation of your work by including special enhancements such as underlining, bold type, superscript and subscript. (LocoScript 2 also has a facility to produce italic type, but this isn't differentiated from ordinary type when printed on the standard daisy-wheel printer.) You will also learn how to place special (UniT) codes in your documents to help you find your way round them during editing sessions, and how to create Identity Texts so that you can identify your documents more easily from the Disc Management Screen.

Style tutorial

To see how to add simple enhancements to your work, start up your PCW9512+ computer with your LocoScript 2 Start of Day disc. Then press **[C]** followed by **[ENTER]** to create a new document, giving it the name ENHANCE.DOC.

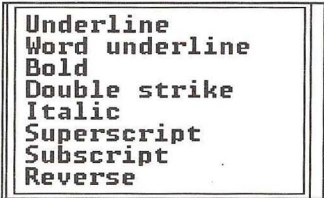
When the Editing Screen appears, type in the following fragment of text:

This is a simple example to show how

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Now tap Function Key **[F3]**. The Style Menu shown below will appear.

The highlight bar should already be resting on Underline. Then press the **[+]** key. A tick will appear by the word Underline to show that this option has been selected.



Underline
Word underline
Bold
Double strike
Italic
Superscript
Subscript
Reverse

Press **[ENTER]** to confirm the choice, and then type this:

underlining and other Style features work.

As you type these words, they will appear underlined on the screen; they will also be underlined when the document is printed out, of course.

When you reach the end of the sentence, turn off the underlining. To do this, pop down the Style Menu once more, move the highlight bar to Underline again and press the **[-]** key. The tick by Underline will be removed.

Anything else which you now type at the end of the document will appear as plain text, without any underlining.

How do enhancements work?



When you select a feature from the Style Menu by highlighting it and then pressing **[+]**, LocoScript 2 inserts an invisible code into your document. The effect of this code is to make any new text which you subsequently type in take on the characteristics specified by that code.

In the same way, deselecting a feature by popping down the Style Menu, highlighting it and then pressing **[-]** instructs LocoScript 2 to put a second invisible code into your work. This time, the code turns the enhancement off, so any text which follows that second code will be plain rather than enhanced.

Although these enhancement codes are normally invisible, you can force them to appear on the screen if you wish; we'll describe this later on.

The enhancement codes are never printed out with the rest of your document, of course.

Speed tip

A faster way of selecting or deselecting any feature from the Style Menu is to put the highlight bar on it and then tap the space bar instead of the  or  key. This **toggles** the feature; that is, if it was previously turned on (and thus marked with a tick), it will be turned off; if it was previously turned off, it will be turned on.

Style Menu Options

The complete range of enhancements available at the Style Menu is as follows:

- ☐ *Underlining* When the underlining option is selected, both the words and the spaces between them are underlined, and the underlining is shown both on-screen and when the material is printed. If full underlining is used for a passage of text which continues beyond the end of a line, it will appear on screen as though the underlining extends into the space following the last character on the line. Don't worry about this; when the document is printed the underlining will end correctly.
- ☐ *Word underlining* Word underlining causes the words to be underlined but leaves the spaces between them plain. The effect is shown both on-screen and when the work is printed.
- ☐ *Bold* Bold characters look **like this**; this is done by moving the daisy-wheel fractionally to the right during printing and then restriking the characters. Bold characters appear normal on-screen.
- ☐ *Double-strike* The characters are struck twice with the daisy-wheel in the same position. Double-strike characters look normal on-screen.


- ❑ *Italics* Although LocoScript 2 is capable of handling italic characters, the daisy-wheel printer supplied with your PCW9512+ doesn't distinguish between italic and ordinary characters, and so any italic codes in your documents are simply ignored. If you want to print in italics, you will have to put a special italic print-wheel in the printer. Italic characters look like ordinary characters on-screen.
- ❑ *Superscript and subscript* Superscripts and subscripts are characters which are printed slightly raised or lowered relative to the ordinary characters. They are used in printing expressions such as H₂O (subscript) and πr^2 (superscript). Superscripts and subscripts are shown on-screen as ordinary characters. They are printed as full-size characters raised or lowered by about half the height of one line.
- ❑ *Reverse* Reverse causes the foreground and background colours to be interchanged. This effect is shown only on-screen, and does not affect the printing. You might use it to highlight words which you want to remind yourself to change during a future re-edit, for example.

Style features and the Information Lines




If you compose text with any of the enhancement options selected (except underline, which is self-evident) a note is shown on the Information Lines. The reason for this is that it is very easy to turn a particular feature on and then forget to insert the corresponding code to turn it off; it can be very annoying to leave the printer churning out a long document and then to find when you come back that half of it has been printed underlined because you had forgotten to insert the necessary codes to deselect underlining.

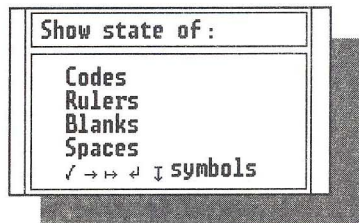
LocoScript 2 Style Codes

All the LocoScript 2 enhancements we have looked at so far are controlled by matched pairs of codes; one code turns a feature such as underlining or bold type on, and a different code turns the feature off.

Most of the time these codes are invisible. However, you can force the special codes and other symbols to appear if you wish, using the Options Menu controlled by Function Key .

Making the codes visible


To reveal the codes that control underlining, tap Function Key  to pull down the Options Menu. Codes is the top option on the menu, so make sure that it's highlighted and then tap the  key and press . Any underline codes you have already entered will appear on-screen. The *underline on* code is shown as (+UL) and the *underline off* code appears as (-UL).






When codes are made visible, the lines in which they appear may expand until they no longer fit between the margins; despite this, no relaying will be done. This is because LocoScript 2 always ignores the space taken up by codes when working out where a line should be broken.

Remember that the various Style Menu codes can only be inserted by LocoScript 2; you can't get the same effect by just typing in (+UL) and (-UL) at the keyboard.

Underlining text already entered

To underline a section of text which has already been written, simply place the cursor at the point where the underlining is to begin, select Underline from the Style Menu as already described and confirm it with .

Then move the cursor to the last character to be underlined, call up the Style Menu again, deselect the Underline option with the  key and press  again.

Although the necessary codes to turn the underlining on and off have now been inserted — as you can check for yourself by using the  Options Menu to make (+UL) and (-UL) visible on-screen — the

underline won't actually be shown until your work has been relayed, either by pressing the **RELAY** key or by taking the cursor beyond the end of the paragraph.

Removing enhancements

If you want to remove an enhancement which has already been applied — to 'de-underline' a passage which was previously underlined, for instance — you must first make the codes visible on-screen by selecting Codes from the Options Menu. The (+UL) and (-UL) codes can then be deleted in more or less the usual way: place the cursor immediately after the code you want to delete and press **←DEL**, or immediately before the code and press **DEL→**. You only need to press the appropriate delete key once, as LocoScript 2 treats each code as if it were a single character regardless of how much space it occupies on-screen.

Combining styles

In general you can select several of the Style Menu options simultaneously; for instance, text can be both emboldened and underlined. To select several different styles simultaneously, tick all the options you want from the Style Menu, and then press **ENTER** to put them all into effect together.

The exceptions to this rule are quite straightforward; Superscript and Subscript are mutually exclusive, and so are Underline and Word underline. LocoScript 2 automatically prevents you from choosing such impossible combinations.

Some useful short cuts

So far, we've selected features from the Style Menu by pressing Function Key **F3**, scanning the menu, and then selecting the feature we want by highlighting it and then either pressing the **+** key or the space bar, and then confirming the choice by tapping the **ENTER** key; and we've later deselected the feature by following the same procedure, except for pressing the **-** key instead of **+**.

However, once you have got used to the LocoScript 2 commands, you can quicken things up with some useful short cuts. This is done using two menus which we have not yet seen, the Set and Clear Menus; the Set Menu, printed on the right, is used to turn a feature on and the Clear Menu, printed below, is used to turn a feature off.

These menus contain several options which we haven't yet met; they will all be introduced in later chapters.

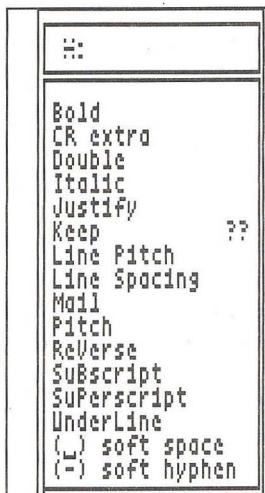
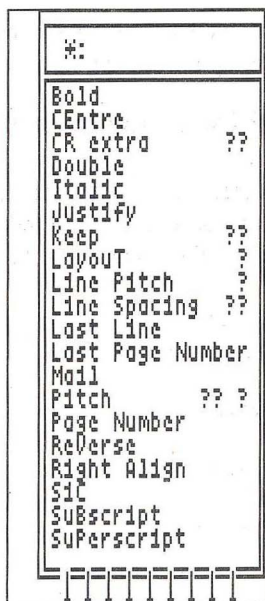
To pop down the Set and Clear Menus, press **+** (for the Set Menu) or **-** (for the Clear Menu) and wait for a couple of seconds. The appropriate menu will drop down from the Information Lines in the usual way.

Quick tip

To speed things up even more, after pressing **+** or **-**, tap the key bearing the number **2** located in the middle of the cursor-key cluster and the appropriate menu will be displayed instantly. This key is called the **help key**.

More about the Set Menu

The Set Menu contains so many options that they won't all fit on the screen at once; the arrows at the foot of the menu are there to remind you that you can press the **↓** key to scroll the menu up so that you can see the remaining options. Pressing **SHIFT**/**↓** will take the



highlight bar directly to the very last option, scrolling the rest of the menu up to fit it on the screen.

Picking items from the Set and Clear Menus

To select an enhancement from either menu, move the highlight bar to the appropriate line and then press **ENTER**; the **+** and **-** keys are not used on either the Set or the Clear Menu.

For instance, to insert a (+UL) Code into your work (to turn underlining on) you would carry out these steps:

- ☐ Press **+** to pop down the Set Menu, and wait until the menu appears.
- ☐ Take the highlight bar down to UnderLine.
- ☐ Press **ENTER**.

To insert a (-UL) Code (to turn underlining off) you would do this:

- ☐ Press **-** to pop down the Clear Menu.
- ☐ Take the highlight bar down to UnderLine
- ☐ Press **ENTER**.

Quick tip

Once you are thoroughly familiar with LocoScript 2 you can dispense with the menus altogether. To see how the trick is done, pop down either the Set or Clear Menu and look at it closely. You will notice that the names of the various options contain one or more capital letters — **B**old or **U**nderLine for instance. This is done to inform you of the special **command letters** which you can use to call up any feature very quickly.

You can select any code without going through the menu system at all once you know what the command letters are for the enhancement you

want to use. For instance, you can insert the code (+B) for bold type like this:

❑ Press the **(+)** key

❑ Without waiting for the Set Menu to appear, press the appropriate command letter — in this case **(B)**.

In the same way, you can insert the code (-B) to turn Bold type off like this:

❑ Press the **(-)** key.

❑ Press the command letter — for bold text this is **(B)**.

If you happen to forget the correct command letter, don't worry; when the Set or Clear Menu appears, you can either remind yourself of the correct command letter and then just press it, or you can pick the correct option with the highlight bar and **(ENTER)** as described earlier.

This special fast way of choosing a Menu option is called **shorthand**. In the next few chapters you will meet other options which can be speeded up in the same way.

Some enhancements use more than one shorthand keystroke. For instance, the command letters for underlined text are **(U)** **(L)**. Thus to insert the code (+UL) you would follow these steps:

❑ Press the special **(+)** key.

❑ Press the command letters **(U)** **(L)**.

The choice is yours

As you can see, most of the features that we have described in this chapter can be selected or deselected in several different ways:

- ❑ You can pop down the Style Menu with Function Key **F3** and then use whatever combination of the highlight bar, the **+** or **-** key and **ENTER** is required.
- ❑ You can press **+** or **-**, followed by the help key if you want to hurry things up a little, and call down the Set or Clear Menu; then choose the option you want with the cursor keys or by pressing the command letters, and confirm your choice with **ENTER**.
- ❑ you can dispense with the menus altogether by pressing **+** or **-** and the necessary command letters. This Shorthand technique is the fastest way of inserting enhancement codes.

At first, you will almost certainly find it easier to use the function keys and their menus; however, as you become more familiar with the program and develop your own habits with LocoScript 2, you will increasingly find it quicker and simpler to use the 'no menus' approach, at least for those commands which you need most frequently.

The only important rule is that you should find a method which you are comfortable with; there is no single 'right way' to produce a particular effect.

Finding your way around long documents

It is surprisingly easy to get lost when handling long documents, despite the listing of page and line numbers on the Information Lines. To help you find your way around, and especially to help you to jump quickly to sections of your work, LocoScript 2 provides special 'Unit' codes which function as electronic bookmarks.

To insert one of these markers, either select **Unit** from the Set Menu or use the shorthand **[+] [U] [T]**. An invisible (**Unit**) code will be inserted into the text; if you want, this can be made visible with the Options Menu in the usual way.

(**Unit**) behaves as though it had a **↵** code included in it, so don't insert (**Unit**) into the middle of a line unless you want it to be broken at that point.

Use the (UniT) code whenever you begin a new section of your work, or if you want to mark a particular place so that you can easily return to it. For instance, you may be doing some editing work in the middle of a long document when you decide that you need to check the contents of another file. Before leaving the document on which you are working, place a (UniT) marker at the spot where you are working so that when you have finished checking the other file you will be able to return directly there.

Because (UniT) is ignored at print-time, there's no need to go through your work stripping out the markers before printing a file.

Searching for (UniT) codes

To jump to the next (UniT) code in a document, press the **UNIT** key; to jump to a (UniT) code higher in the text, press **ALT/UNIT**. The text will scroll up or down the screen, depending on the direction of the search; if no (UniT) code is found, the cursor will be taken to the top or bottom of the document as appropriate.

A warning

Although (UniT) codes are a great help when you are working with long documents, it's wise to keep your files fairly short; small files — up to 20K, say — are much easier and faster to work with than long ones.

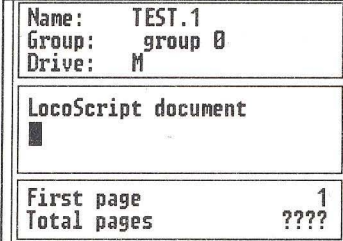
Last but not least...

When you open any new document which you expect to keep a copy of even semi-permanently — no matter how short it may be — it's a very good idea to give it an 'identity text' — that is, a short note about the contents of the document that you can then look up from the Disc Management Screen as we showed in Chapter 3. This is one of those little extra chores that can easily be forgotten, but it really does make life easier when you are hunting for a particular document six months later and can't for the life of you remember what you called the file.

Begin by popping down the Actions Menu with Function key **[F1]**. Move the highlight bar down to **Edit identity** and press **[ENTER]**. The **Edit Identity Text Menu** will appear on the screen.

Part of the identity text has already been put in for you; this includes the name of the document and the group and the drive on which it is stored, together with the words **LocoScript document**. This simply means that the document can be directly edited with LocoScript 2; some files — like the **PHRASES.STD** file in group 0 of the program disc — can't be edited in this way.

At the bottom of the menu is a note of the first page number — assumed to be 1 — and the total number of pages in the document, if known. You can ignore both of these for the moment. They only become important if the first or last pages of the current document aren't Page 1 and the last page respectively of the final work; you might, for instance, be working on Chapter Two of a book that has ten chapters.




Name:	TEST.1
Group:	group 0
Drive:	M
LocoScript document	
First page	1
Total pages	???

The most important part of the menu is the section under the words **LocoScript document**. In here you can insert up to three lines of information about your document. This might include a brief description of its contents, the date on which it was written or revised, details of any other documents which are related to it and so on.

The three lines are treated as though they were separate slots, so there is no word-wrap between them. Move down from one line to the other by pressing **[RETURN]** or by using the cursor keys, and tap **[ENTER]** when you have finished. When you save the document on disc, the identity text you have just created will be saved along with it.

Summing up

The careful use of enhancements can make your documents much easier and more interesting to read, and LocoScript 2 makes it very easy to insert the effects which you need.

Try out the various techniques which are described in this chapter until you are comfortable with them and understand exactly how they work. In particular, be sure that you know how to remove effects once they have been inserted, by making the codes visible with the  Options Menu and then deleting them as if they were ordinary characters.

Use (UniT) markers, especially in long documents, to help you find your way through them easily.

5

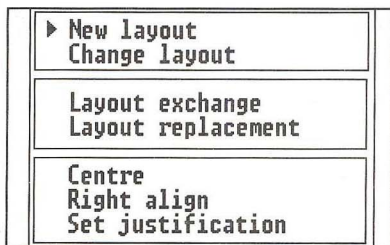
Justification and alignment

In Chapter 4 we looked at ways in which text could be enhanced by changing the characteristics of characters — by underlining them or emboldening them, for example.

LocoScript 2 also makes it possible to change the way in which individual lines of text are set out on the page. These features are controlled through the Layout Menu, which is called down by pressing Function Key **(F2)**.

This menu controls several aspects of the ways in which documents are laid out. In this chapter we shall only use the three features shown at the foot of the Layout Menu:

- ☐ Centre
- ☐ Right align
- ☐ Set justification



Centring lines

If you have ever sat at an ordinary typewriter counting the number of characters in a line that had to be centred, you will appreciate how useful it is that LocoScript 2 can centre whole or part lines automatically and with absolute accuracy.

To do this, LocoScript 2 inserts a code into the text, and whatever else occurs in the same line *and to the right of the code* is automatically centred between the margins.

Like the Style Menu codes which we described in Chapter 4, the Centre code can be made visible by using the Codes option of the Options Menu. When this is done, the code appears as (CEntre).

To see how this works, call up the letter which you created in Chapter 2; we are going to centre each line of the return address.

To centre the first line, work through these steps:




- ☐ Make sure that the cursor is at the very beginning of the line.
- ☐ Call down the Layout Menu with Function Key **f2**.
- ☐ Move the highlight bar down to Centre.
- ☐ Press the **ENTER** key. You mustn't press the **+** key.

Then work down the remaining lines of the return address in the same way.

If you want to centre text which hasn't been written yet, select the Centre option as described above, and then type in the text. Most of the lines that you will want to centre will be quite short — they'll probably be titles, addresses, headings and the like — and you will probably end them by pressing the **RETURN** key.

You can also centre just a section of a line; as long as the (Centre) code is positioned to the left of the portion of the line that you want to have centred, LocoScript 2 will do its best to place the material central between the margins.

Cancelling centring

If you set a line to be centred and then change your mind about it, you can delete the code in the same way as you deleted the codes created by the Style Menu; that is, make the code visible with the  Options Menu and then delete it with either the -DEL or the DEL- key.

Forcing lines to the right margin

Individual lines — or a portion of them — can be forced against the right margin using the Right align option of the Layout Menu. You might perhaps use this feature in the header which appears at the top of a page, to make sure that a page number is printed as close to the edge of the page as possible; or if you have written an article, you might want every page except the last to contain a footer with the words *More follows* or *mf* hard against the right-hand margin.

As with the Centre command, Right align affects everything to the right of the code in the same line; the code is (RAlign).

Right justification

The Centre and Right align commands affect only the single lines in which their codes are placed. Set justification, which is the last option from the Layout Menu that we shall be looking at in this chapter, is different.

Justification refers to creating an even right margin — like this book — instead of the ‘ragged’ margin which ordinary typewriters produce. Examples of each type of text are shown on the next page.

Unjustified text: This text has not been justified; consequently the right margin is left ragged. Ordinary typewriters produce text in this way.

Justified text: This text has been justified, and so the left and right margins are both even. The effect is much more professional, and is very easy to produce with LocoScript.

To justify a section of text, position the cursor at the point where the justification is to begin, then pop down the Layout Menu, take the highlight bar down to Set justification and press **ENTER**. This will insert a (+Just) code in your text.

At the end of the passage that you are justifying, pop down the Layout Menu again. You will see that the bottom option in the menu now reads Clear justification, and when you take the highlight bar down to it and press **ENTER** a (-Just) code is placed in the document. The section between the codes will be justified on-screen as soon as it is relayed.

Blanks and spaces

Justification is carried out by inserting blanks into your text after some of the ordinary spaces. You can see the difference between the ordinary spaces which you have typed in by pressing the space bar and the blanks which have been inserted by LocoScript 2 if you pop down the **⌘** Options Menu when you have a justified document on the screen and make Spaces and Blanks both visible. Ordinary spaces in the text will then appear as little triangles but the blanks will be marked with faint dots.

You can't erase the blanks from a justified line; if you try, you will rub out both the blank space and the 'real' space that precedes it.

Justification and proportional type

In the next chapter we shall look at some of the different type-styles and pitches that are available through LocoScript 2. For the moment, you only need to be aware that one of the effects of proportional typefaces — that is, those which allot more space on the paper to fat letters like 'M' and 'W' than to thin ones like 'i' — can be to change the number of words that can be accommodated on a single line. Usually the effect of the change is to slightly increase the number of words that will fit on a line.

The print wheel which is fitted to your printer is not proportional, so all the characters are the same width, namely $\frac{1}{10}$ ".

LocoScript 2 takes full account of the type-style you will be using when it lays out lines on-screen. Consequently, if you use right-justification and proportional type, the program will work out how many more words can be fitted onto each line than would be the case if you used a non-proportional type, and will duly rearrange the text to suit. On-screen this can make it look as if your work is overflowing the right-hand margin, but when your document is printed out everything will be in order.

Should you justify?

A lot of users consider that a justified right margin looks more professional, but before you decide to justify everything you write, there are a couple of points you might like to take into consideration.

The printer supplied with your PCW9512+ computer is capable of an effect called **microspacing**. This means that the instead of inserting a lot of extra spaces into your work in order to make the lines appear justified, the additional spaces are instead divided up evenly between all the words in the line, so that no extra-long gaps appear.

Another point worth considering is that text which is being prepared for publication is generally best left ragged, as many sub-editors find it hard to gauge the 'extent' of justified text. And there are people who dislike justified text because it makes it obvious that the work has been word-processed rather than typed!

Quick tip

As with the Style Menu options described in the previous chapter, you can speed up the operations described in this chapter by using either the Set and Clear menus or by using these special Shorthand keystrokes:

- ☐ To centre a line, press **[+]** **[C]** **[E]**.
- ☐ To right align a line, press **[+]** **[R]** **[A]**.
- ☐ To start justification, press **[+]** **[J]**.

Summing up

The way in which your documents are laid out can make a great deal of difference to the ease with which people read them. For this reason, it's a good idea to develop a general policy about alignment, centring and justification.

In general, you will probably want to centre your main headings. Whether or not the main body of your documents should be justified depends entirely on your own preferences and on how 'printed' you want the work to appear.

Practise using the centring, justify, and right align commands from the Layout Menu until you feel confident with them.

6

The Size Menu


In this chapter we shall be looking primarily at the LocoScript 2 Size Menu. The main points we shall be considering are these:

- ☐ Varying the spacing between individual lines.
- ☐ Varying the spacing between one paragraph and the next.
- ☐ Changing the size and pitch of printed characters.

Line-space and line-pitch

The appearance of a document can be greatly changed by the amount of space which you leave between one line and the next and between adjacent paragraphs. In general, the more room you can leave, the more legible your work will be. Double-spaced documents are also easier to write comments and corrections in.

On the other hand, it's sometimes necessary to squeeze lines very close together in order to fit more material onto a page.

LocoScript 2 lets you control all these elements by means of the Size Menu, which is controlled by Function Key . To see how this works,

press **C** at the Disc Management Screen to create a new document or press **E** to edit an existing one and then press Function Key **F4**. The Size Menu will appear.

The bottom section of the Size Menu controls several aspects of line spacing, including the amount of space between lines, the number of lines to be printed per vertical inch, and whether extra blank lines are to be inserted between paragraphs.

Character pitch		12
10	✓ 12	15 17 PS
✓ Normal width		
Double width		
Line spacing		1
0 ½	✓ 1	1½ 2 2½ 3
CR extra spacing		0
✓ 0	½	1 1½
Line pitch		6
5	✓ 6	7½ 8

Line-space






Line-space can be set to any number between 0 and 3, going up in increments of one half; for most practical purposes, you will probably use the values 1 and 2, for single and double-spaced text.

A line-space of 0 means that the line will be over-printed; that is, the paper won't be advanced after the first line has been printed. This is occasionally necessary where superscripts are to be printed directly above subscripts — required for some mathematical and statistical work — as well as for certain special effects like **strikeout**, in which characters are printed with a line through them ~~LIKE THIS~~; this is sometimes needed in legal work.

Changing the line-spacing

To change the line-spacing, proceed as follows:






- ☐ Find the first line which is to be set to the new line-spacing, and put the cursor anywhere on it.
- ☐ Press Function Key **F4** to display the Size Menu.


- ❑ Tap the  key to move the highlight bar to the line *underneath* the words *Line spacing*. The current setting will be marked with a tick.
- ❑ Either use the  and  keys to highlight the line-spacing you want and then press , or tap the space-bar to cycle between the various possible settings.
- ❑ If you don't want to change any of the other settings on this menu, press  to confirm your choice and to remove the menu.

The new line-spacing will now be effective until the end of the document, or until you set a different line-spacing somewhere further down the document. However, the appearance of the text on-screen won't be changed; you will only see the results of the change when you print the document out.

Quick tip

You can set the line-spacing more quickly by using these shorthand key-strokes:

- ❑ Press the  key.
- ❑ Press  .
- ❑ Press the appropriate number; for instance, for single-spacing you would press .
- ❑ Press .

When the line-spacing is changed, LocoScript 2 inserts a code into the text at that point. For instance, the code for double-spacing would be (+LSpace2). Like other LocoScript 2 codes, this can be made visible with the Options Menu controlled by Function Key , and it can then be erased if required.

Line pitch

Line pitch refers to the number of lines printed per vertical inch. The default value is six lines per inch, but you can change this to eight lines per inch if you wish. (Other values are also available, but six and eight lines per inch are the most common values).

In general, setting the line pitch to eight lines per inch creates a rather cramped appearance; however, it may be necessary if you want to fit a lot of material onto a page.

Changing the line pitch

To change the line pitch, follow these steps:

- ☐ Find the first line which is to be set to the new line pitch and put the cursor anywhere on it.
- ☐ Press Function Key **F4** to display the Size Menu.
- ☐ Press the **↓** key to move the highlight to the line *underneath* the words *Line pitch*. The current setting will be marked with a tick.
- ☐ Use the **←** and **→** keys to highlight the line-pitch you want and then press **+**, or tap the space bar to cycle between the various possible values.
- ☐ If you don't want to change any of the other settings on this menu, press **ENTER**. The appearance of the document on-screen won't change, but you will see the results of the alteration when you print your work out.

Quick tip

The following shorthand key-strokes will help you speed up the selection of a new line pitch:

- ☐ Press the **+** key.

☐ Press **L** **P**.

☐ Press the appropriate number; for instance, for eight lines to the inch you would press **8**.

☐ Press **ENTER**.

Inserting extra lines after **RETURN**.

Some types of work require paragraphs to be separated by a greater distance than that which separates ordinary lines of text. For instance, if you are used to a typewriter, you are probably in the habit of returning the carriage twice at the end of every paragraph in order to create a blank line before the beginning of the next paragraph.

This isn't necessary with LocoScript 2, as it enables the extra blank lines to be inserted automatically. In addition, you can easily select other values which aren't so easily managed with a typewriter; an extra spacing of half a line looks very classy.






Additional blank lines are controlled by the option **CR extra spacing**. Here **CR** stands for Carriage Return, and depending on the value which is selected in this section of the menu, every time you press the **RETURN** key at the end of a paragraph, the appropriate number of extra blank lines will be inserted.

Remember that these are *extra* lines. Thus, if **CR extra spacing** is set to 0 and **Line spacing** is set to 1, ordinary lines within paragraphs will be single-spaced and each paragraph will follow on immediately after the preceding one; if **CR extra spacing** is set to 1 and **Line spacing** is also set to 1, each paragraph will be separated from the next one by a single blank line.

Selecting extra blank lines






☐ Put the cursor at the point in the document from which the new setting is to apply.

☐ Press Function Key **F4** to display the Size Menu.

- ☐ Use the  key to move the highlight to the line *under* the words CR extra spacing. The current setting will be marked with a tick.
- ☐ Use the  and  keys to highlight the value you want and then press , or tap the space bar to cycle through the possible values.
- ☐ If you don't want to change any of the other settings on this menu, press . The appearance of the document on-screen won't change, but you will see the results of the alteration when you print your work out.

Quick tip

The shorthand key-strokes to change the number of blank lines between paragraphs are as follows:

- ☐ Press the  key.
- ☐ Press  .
- ☐ Press the appropriate number; for instance, for one blank line between paragraphs you would press .
- ☐ Press .

Returning to the default values

Once you have set the line pitch, line-spacing, or number of blank lines between paragraphs, the new settings will remain in effect until the end of the document unless you change the settings again at some later point. You may either change the settings to completely different values once again, in which case you would use the procedures we have just described, or you may return to the default settings which LocoScript 2 was using before you started to alter them.

You can change the settings back to their original values in either of two ways:

- ❑ Press Function Key **f4** to pop down the Size Menu, and then proceed as already described, choosing the original values.
- ❑ Alternatively, press the **-** key followed by the shorthand letters — but not the numbers — for the effect you want to restore to its default value.

For instance, you may have changed the line-spacing value to 2 (double-spacing). To set this back to the default value of 1 (single spacing) you would do this:

- ❑ Press the **-** key.
- ❑ Press **L S**.
- ❑ Press **ENTER**.

Changing character size and pitch.

As you become more used to your PCW9512+ computer, you may decide to vary the appearance of your work by buying different print-wheels and fitting them to your printer. This will allow you to produce documents in a variety of different type-faces and character sizes.

If you do fit a wheel which has a different character size, you will need to tell LocoScript 2 of the fact, as otherwise it will not be able to set the margins for your documents correctly.

How wheels are described

Print-wheels are described in terms of the shape of the type-face on them, the size of the characters which they produce, and the character pitch.

- ❑ The **name** of the type-face will vary according to the style of the characters. Typical names are *Courier* and *Prestige*.

- ❑ The **size** of the type-face is usually measured in terms of the number of characters per inch of type when printed a normal distance apart. This is commonly abbreviated to **cpi**.
- ❑ The **pitch** of the type-face — i.e. how close the characters are placed to one another.

Most print-wheels state both the name of the type-face and the size on the wheel hub; look for something like *Prestige 12* or *Courier 10*, where the number shows the character size in cpi.

Although the shape and size of the characters on a given wheel are fixed, it is possible to vary the pitch a little, and thus print the characters either a little squashed-up or a little spread-out; indeed, many people rather like the slightly 'loose' effect that comes from using a 12-cpi wheel printed at 10-cpi pitch. For most purposes, however, you should treat the pitch and the size as if they were the same.

The only other point to remember is that you shouldn't use a non-proportional pitch if you are using a proportional-spaced wheel, as the results of doing so are very unattractive.

How to change the character pitch

To change the character pitch, put the cursor at the point at which you want the new pitch to apply, and then press Function Key **F4** to pop down the Size Menu. The proceed as follows:

- ❑ Use the **↓** key to move the highlight bar to the line underneath the words Character pitch. The current pitch is ticked. The LocoScript 2 default pitch is 10 cpi. This size is often called **Pica**.
- ❑ Either use the **←** and **→** keys to identify the character pitch you want and then press **ENTER**, or press the space bar to cycle from one pitch to the next.
- ❑ Press **ENTER** when you've finished.

Normal and double-width type

Each of the LocoScript 2 type-faces is available in both normal and double width. Take the highlight down to the option you want and press **(+)**, or toggle between the widths with the space bar; the currently selected one is ticked.

The daisy-wheel printer supplied with your PCW9512+ computer can only print standard-width characters, so when double-width type is specified it simply prints ordinary characters but leaves additional blank space between them.

Character pitch and margin settings

If the character pitch you use is different from the default size set for your document, your work on-screen may not match the margins. The section on 'scale pitch' in Chapter 11 explains this more fully, but for the moment you only need to know that if you use a narrower character pitch, like 15 or 17 cpi, your text will overflow the right margin on-screen; conversely, if you use one of the double-width sizes, the lines on-screen will stop well short of the apparent margin.

However, your work will always be printed correctly. Even if you set really difficult jobs like asking for a line which contains different type-widths and pitches to be printed centred, this will be done correctly and automatically; this is by no means true of many other word processing programs.

Printer codes

Different type-pitches are marked by codes which are inserted into the text at the point where a different size is selected. For example, proportional type is shown as **(+PitchPS)** and double width 17 cpi is shown as **(+Pitch17D)**. If you change your mind about a change in character pitch, make the codes visible with the Options Menu (controlled by Function Key **(f8)**) and then remove them with **(←DEL)** or **(DEL→)**.

Summing up

In this chapter, we've looked at the ways in which the Size Menu can be used to alter the appearance of your work. Line-spacing, line pitch, the number of blank lines between different paragraphs, and the character pitch, can all be altered.

7

More about page and line breaks

LocoScript 2 has a very simple way of controlling the amount of text which is fitted onto a single line or onto a page: it simply packs in as much as will fit, bearing in mind the limitations imposed by these features:

- ☐ The page length
- ☐ The margin settings
- ☐ The character size and pitch
- ☐ The line-spacing and pitch.

For most purposes, this is just what you will need. However, there may be occasions when you want to alter the length of individual lines or pages. In this chapter we shall look at the ways in which LocoScript 2 makes this possible.

Indented lines

The simplest way of altering the length of individual lines is by indenting them from the left-hand margin. Usually you will want either to indent the first line of a paragraph or the complete paragraph.

In this section, we'll be using the default tab stops which are placed in your document when you create it. We'll see how to set your own tab stops in Chapter 10.

Indenting the first line of a paragraph

To indent the first line of a paragraph, put the cursor at the beginning of that line and then tap the **(TAB)** key. The symbol '→' will be inserted into the text, the cursor will jump in as far as the first tab stop, and you can then begin typing the paragraph as normal. (The symbol can be hidden or made visible with the **(f8)** Options Menu.)

If you press the **(TAB)** key at the beginning of a paragraph which has already been written, you'll have to press **(RELAY)** or take the cursor down below the end of that paragraph in order to relay it tidily taking account of the indent.

If you want to indent the first line further than the first tab stop, just press the **(TAB)** key twice or three times. Each time you press it, the cursor will jump to the next tab stop.

Indenting a complete paragraph

Instead of indenting just the first line of a paragraph, you can if you prefer indent the entire paragraph.

To do this, put the cursor at the beginning of the first line of the paragraph and then press **(ALT)(TAB)**. As you type in the text of the paragraph — or if you relay existing text — you'll see that the beginning of every line comes directly under the first tab stop.

You can indent the whole paragraph further in by pressing **ALT**/**TAB** a second or a third time.

The code which controls the indent tab is \rightarrow . Like other codes, it can be made visible with the **f8** Options Menu, and deleted if not wanted.

Numbered or lettered paragraphs

For certain kinds of formal writing, such as business reports or the minutes of meetings, it is necessary to mark paragraphs with numbers or letters. Such paragraphs are very often arranged in quite a complicated hierarchy which can take a lot of effort to set up on a typewriter. However, with LocoScript 2 the whole thing is very easy indeed.

To set up a lettered or numbered paragraph indented to the first tab stop, follows these steps:

- ☐ Put the cursor at the beginning of the first line and type in the appropriate letter or number, following it with a bracket or full-stop if necessary.
- ☐ Press **ALT**/**TAB**.
- ☐ Type in the text of the paragraph. Everything which follows the indent tab will be lined up under the first tab stop.

Scripts

A particular problem which writers of plays face is laying out scripts, with the characters' names in a column on the left of the page, and the dialogue in a block on the right. This is very easy to do in LocoScript 2:

- ☐ Put the cursor at the beginning of the first line and type in the character's name.
- ☐ Press **ALT**/**TAB**.
- ☐ Type in the appropriate speech.


Fine control of word wrap


When LocoScript 2 is wrapping the end of one line onto the beginning of the next, it normally looks for the last space or hyphen before the margin and breaks the line at that point. Although this lets you type away without listening for the bell or returning the carriage at the end of every line as you would have to do on a typewriter, there are times when it can cause a line to be broken at an inconvenient place.

Imagine, for example, that you are typing in an individual's surname preceded by the initials; you would not normally want the initials to appear at the end of one line and the surname at the beginning of the next line, and yet this might be forced on you by the normal word wrap mechanism.

Hard spaces


The solution is to use a **hard space**, sometimes called a 'binding space' or a 'no break space'; lines are never broken at hard spaces, and you should use them between any items which you don't want to have broken at line boundaries.

To insert a hard space, either press  followed by the space bar, or select **Hard space** directly from the Set Menu.

A hard space looks just like an ordinary space unless you make codes visible at the Options Menu, in which case it looks like this: 

Hard hyphens

There are occasions when you would not want a line to be broken at a hyphen. For instance, the word 're-edit' is better not broken between lines.

To prevent such a break, you should use a **hard hyphen**. This looks exactly like an ordinary hyphen, (though making codes visible at the Options Menu transforms it into something like this: ). It is never treated as a possible location for a line break.

To insert a hard hyphen, either press **[+]** followed by a hyphen or select Hard hyphen from the Set Menu, on which it is the bottom option.

Soft hyphens

Whereas hard hyphens and spaces are always visible on-screen, and differ from ordinary hyphens and spaces only in that they prevent line breaks from coming in inappropriate places, soft hyphens and spaces are never displayed unless, in the course of editing or relaying, they appear at the end of a line.

Imagine that a particularly long word such as *butterfingers* is likely to appear towards the end of a line. If it can't be completely fitted onto the end of a line, the whole word will be wrapped onto the beginning of the next line, leaving a long gap at the end of the preceding line.

It would always be possible to insert a hyphen into it between *butter* and *fingers* so that the break would occur at the hyphen, but then the word would look wrong if subsequent editing forced it to the middle of a line.

The solution is to put a soft hyphen between *butter* and *fingers*. Then, if *butterfingers* can be fitted onto one line, the soft hyphen won't appear on-screen (though it will still remain available in case it is needed in the course of a later re-edit), but if *fingers* happens to overhang the right margin, the word will be broken after *butter* and the hyphen will be made visible.

To insert a soft hyphen, press **[-]** followed by the ordinary hyphen key; alternatively, select Soft hyphen from the Clear Menu.

Soft spaces

Soft spaces work in much the same way; you use them if you have a list in which the various items are separated by obliques ('/') or commas without intervening spaces, as otherwise such a list will be treated as if it were composed of one long word.

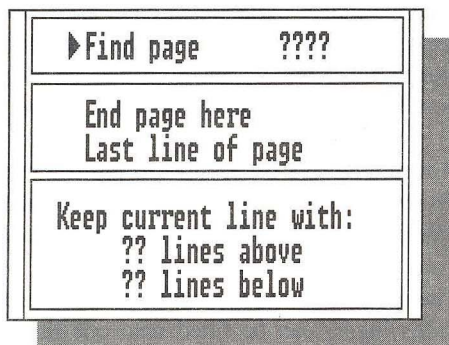
For instance, you might need to use an awkward phrase such as 'French/German/Spanish'. To avoid a possible ugly line-break, you

would insert soft spaces immediately after each of the obliques. The phrase could then be broken at either of those places if required.

To insert soft spaces, either press ☐ followed by the space bar, or select soft space from the Clear Menu.

Controlling page breaks manually

Normally, LocoScript 2 fills a page with as much material as will fit on it — subject to a couple of rules which we shall look at in detail in Chapter 15 — and then automatically breaks to the top of the next page. Just as you may want to take some control of the word wrap mechanism, so you may also want to take manual control of page breaks, and this can be done with the options on the Page Menu popped down by Function Key ☐.



The wrong way to force a new page

LocoScript 2 won't let you force a particular section of your work onto a new page just by repeatedly pressing ☐ to type in several 'empty' lines. This is because blank lines at the top and bottom of pages are ignored when establishing the page boundaries.

Forced page breaks

The two options that concern us on this menu are *End page here* and *Last line of page*. These have the same purpose, namely to allow a page-end to be forced at any point. They are selected by moving the cursor bar to the option required and pressing ☐.

Although these two options have the same general effect, they work in slightly different ways:

- ❑ `Last line of page` inserts a `↓` code which forces a page break at the end of the current line, causing the next full line to appear at the head of the next page.
- ❑ `End page here` inserts a `(LastLine)` code and causes an immediate page break at the very next character, regardless of previous line or page formats.

When to use the commands

Of the two commands, `End page here` is the more useful; you would use it at the end of a chapter, for example, or after the title-page of a book, in order to begin the next line of text at the top of a new page; it is also used as a ‘record separator’ in LocoMail, as we shall see in Chapter Nineteen.

Shorthand key strokes

The `Last line of page` command can also be given by the sequence `[+][L][L]`; there is no shorthand equivalent of `End page here`.

Avoiding breaking text at page boundaries

`Keep lines together` ensures that a particular group of lines will all be printed on the same page, regardless of what other changes may be made to the document. You can either stipulate the number of lines to be kept together before the command or the number of lines to be kept together *after* the command; you can’t specify both simultaneously.

The shorthand versions of these commands are `[+][K][n][ENTER]` to keep *n* lines together below the command; and `[-][K][n][ENTER]` to keep *n* lines together above the command. For instance, if you wanted to keep 6 lines together above the command, you would type in `[-][K][6][ENTER]`.

The most likely use for these commands is when you are typing in tabular information or an address, or perhaps a short poem. Use these commands frequently when you are entering work that mustn't be broken between page boundaries. This will help to keep everything tidy when your documents are printed out.

Some notes about page boundaries

A useful feature of LocoScript 2 is that the user can tell at a glance exactly where he is when composing a page — indeed, there are two quite different indications.

First, in the Information Lines at the top of the screen, there is an explicit statement of which line on the page the cursor is currently on, and what the maximum number of lines per page is.

Second, as you type in your text, vacant spaces in the page-bar immediately underneath your current line are gradually filled up; you may well not have noticed this taking place, but if you watch the page-boundary marker closely you will observe it change slightly as you reach the end of each line.

Summing up

For most purposes, you can rely on LocoScript 2 to handle the length of your lines and pages automatically; in ordinary writing, you will hardly ever actually *need* to interfere with this process.

However, there are occasions when you may want to alter the way in which either individual lines, complete paragraphs, or even whole pages are laid out.

- ☐ Using the **TAB** key on its own allows you to indent the first line of a paragraph as far as the preset tab stop. You can indent the line further by pressing **TAB** twice.
- ☐ Using the **ALT**/**TAB** combination allows a complete paragraph to be indented.

- ☐ If you want to prevent a line from being broken between two words, insert a hard space.
- ☐ If you want to prevent a line from being broken at a hyphen, use a hard hyphen instead of an ordinary one.
- ☐ If you want to permit a hyphenated line-break at a position where you wouldn't otherwise want a hyphen to appear, insert a soft hyphen; this will only appear if the word wrap rules would cause a new line to appear at that point.
- ☐ If you want to permit a line-break in the middle of a list of items separated by commas or obliques, insert a soft space; the list can then be broken at that point if the word wrap rules require it.
- ☐ If you want to force a page-break at a particular location, such as at the end of a chapter, use the `End page here` command.
- ☐ If you want to ensure that a block of text is never broken over a page boundary, use the `Keep lines together` command.

8

Working with blocks of text

So far, we have used LocoScript 2 more or less as if it were only a sophisticated typewriter. It is, however, much more than this. Once you are familiar with its commands, you will be able to use it for very sophisticated editing work, allowing you to divide up your documents into short **blocks** of text which you can then handle separately.

Things which you can do with blocks of text include the following:

- ☐ Blocks can be copied so that the material they contain appears more than once in a document.
- ☐ A block of text can be moved from one place in a document to another.
- ☐ A block of text can be saved on disc without needing to save the rest of the document.
- ☐ A block of text can be deleted in one quick operation.
- ☐ A block of text can be made into a special LocoScript 2 **phrase** which can then be inserted into other documents with a couple of key-presses. A typical use might be to place your address at the top of every letter without having to type it in afresh each time.

Scissors and paste

Every writer, whether he or she is working on a short memo or a full-length book, is familiar with the unpleasant discovery that material which has been included in one place in the document really belongs somewhere else.

With traditional techniques of document preparation, the only way to move a portion of text from one place to another is by retyping the whole of the relevant section; if the passage to be moved is more than a line or two in length, this often throws out the page-numbering, causing either a big retyping job, or, more likely, copious applications of correcting fluid. Sometimes, it's easier to accept second best and leave things as they are than to spend time moving text around.

With LocoScript 2, all that is changed; you can 'cut' a block of text out of one place and 'paste' it somewhere else, without disturbing the page numbering or needing to retype the whole thing. More than anything else, it is this 'scissors and paste' facility which sets word processing with LocoScript 2 apart from the old-fashioned typewriter.

Cut and paste operations use three keys which are located above the cursor keys, namely **CUT**, **COPY** and **PASTE**.

Making deletions

To delete unwanted material from your text, carry out these steps:

- ☐ Position the cursor on the first character to be removed and press the **CUT** key.
- ☐ Now move the cursor to the character immediately beyond the last character to be deleted. As you move the cursor around, the area between the beginning of the block and the current position of the cursor is highlighted.

- ❑ When the cursor is in the right place, press **CUT** again to define the block to be removed. The affected text will slide rapidly off the screen and be lost, and everything which is left will be relayed.
- ❑ You can work from either end of the text to be deleted; that is, you can put the first **CUT** at the beginning or the end of it, and then move to the other end of the area to be deleted before pressing **CUT** a second time.

Points to watch

It's not possible to cut irregular shapes or vertical columns out of the text; everything which lies between the beginning and end of the block will be highlighted and removed.

Take special care with the location of the cursor when marking the beginning of the block; if you realise that you've put this in the wrong place, or if you decide to abandon a cut half-way through, press the **CAN** key. The operation will be aborted and the highlighting will disappear.

The **COPY** and **PASTE** keys

When you use the **CUT** key, the text which you have scissored out is gone for ever. With **COPY** and **PASTE** you can remove blocks of text from one place and then reinsert them somewhere else — or even insert them in more than one place, if you want.

The procedure is very similar to marking out a block for cutting:

- ❑ Put the cursor at the beginning of the block and then press **COPY**.
- ❑ Move the cursor to the other end of the block; the area between the beginning of the block and the current position of the cursor will be highlighted.

- ❑ To move the highlighted text to another location, press **CUT** and then any number between **0** and **9** inclusive. This number will be used to identify the section you have cut out, and until you give the same number to another copied section, that number will always refer to that particular block of text, even if you leave the current document and start editing another one.
- ❑ As soon as you have pressed **CUT** and the identifying number, the highlighted area will slide off the screen, just as if it had been lost for ever, and the surrounding area will be relayed. However, it has not been lost; rather it has been kept in a **buffer**, which is a special part of the computer's memory set aside for this purpose.
- ❑ Move the cursor to the spot where you wish to reinsert the block and press **PASTE** followed by the same block identifying number which you had used after pressing **CUT**.
- ❑ The text will reappear in the new position, with everything else moving down to make way.

About the buffers

There are altogether 10 LocoScript 2 buffers, numbered from 0 to 9 inclusive, each one of which can hold a single block of text. Once text has been placed in any one of these buffers, it will stay there until the PCW9512+ is either turned off or reset, or until a new block of text is stored in the same place.

It isn't possible to store more than one block of text in the same buffer, even if they are both very short. If you want to work with several different blocks of text, you will therefore have to give them all different identifying numbers to store them all in different buffers.

However, for most purposes you will probably find that you only ever use one or at most two different buffers.

Repeated insertions

You can insert the same block of text as often as you want; as long as the appropriate identifying number is pressed each time, there is no limit to the number of times a block defined by **COPY** and **CUT** can be re-inserted into the text — or, indeed, into a completely different document.

Copying text

It is also possible to copy text without deleting the original block, so that you will end up with the same passage in both the original location and a new one. This is done as follows:

- ☐ Put the cursor at the beginning of the block and then press **COPY**.
- ☐ Move the cursor to the other end of the block; the area between the beginning of the block and the current position of the cursor will be highlighted.
- ☐ To copy the highlighted text, press **COPY** and then any number between **0** and **9**.
- ☐ Move the cursor to the spot where you wish to reinsert the block and press **PASTE** followed by the same block identifying number which you had used after pressing **COPY** for the second time.
- ☐ The text will reappear in the new position, with everything else moving down to make way. The original block will not be affected.

Copying blocks into a different document

We've seen that once a block of text has been saved in a buffer, it is remembered until the PCW9512+ is turned off or reset, or until a different block of text is stored in the same buffer. This makes it very easy to mark out a block of text in one document and then to copy it into a completely different one.

To copy or move a block of text from one document into a different one, follow these steps:

- ☐ If the block is to be removed from the original document, use the **COPY** and **CUT** keystrokes described above to mark out the block and place it in the buffer.
- ☐ If a copy of the block is to be left in the original document, use the **COPY** and **COPY** keystrokes.
- ☐ In either case, give the block an identifying number as before.
- ☐ Exit from that document, saving it if necessary.
- ☐ Now load the document into which the block is to be placed.
- ☐ Put the cursor at the point where the block is to be inserted and press **PASTE** and the appropriate block identifying number.

Blocks and codes

Before marking out a block, it's a good idea to first pop down the Options Menu with Function Key **f8** and to make any codes in your document visible. In this way you can reduce the chances of accidentally moving or deleting a code.

To see how important this can be, imagine that something you have written includes an underlined passage which you decide to mark as a block so that it can be moved to a different part of the document. In doing this you will have to include the (+UL) and (-UL) codes inside the block to be moved, as otherwise that section will not be underlined in its new location.

Moving blocks around inside a document without first checking the position of codes is likely to disturb the pattern of paired codes where one code turns a feature such as italics or underlining on and a second subsequently turns it off, so do double-check that all the codes are in the right place after moving or copying blocks.

Showing blocks

We've already noticed that once you have placed a block in the buffer, it will remain there until you either turn off or reset your PCW9512+, or until you store something else in the same location.

To remind yourself of what blocks you have already assigned numbers to, press Function Key **F1** either from the Disc Management Screen or the Editing Screen and select the **Show blocks** option. The first 23 characters stored in each block will be displayed in a message window.

Saving blocks on disc

All the blocks that have been given identifying numbers will be lost when the computer is turned off or reset. If you want to save a block on disc, proceed as follows:

- ☐ First, use **COPY** and **CUT** (or **COPY** and **COPY**) to mark out the section that you want to save, and give it an identifying number in the usual way.
- ☐ Exit from the document.
- ☐ Create a new (empty) document.
- ☐ Put the block into it by pressing **PASTE** and the appropriate identifying number.
- ☐ You can now exit from this document and save it on disc in the regular way.

Merging documents

It can sometimes be very useful to create a new document by joining together bits of existing documents. This is called **merging**.

For instance, you might need to create a series of reports, each of which will have very similar title-pages. Instead of re-creating the title-page

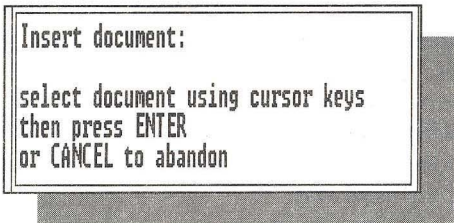
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anew for each report, it's much easier to create it only once and then to merge it into the appropriate place in each of the different reports. You can then make minor editing changes to each one as required.

Not only does this save a good deal of time and effort, but it also ensures that the different title-pages will really all follow the same basic format.

To merge one document into another, proceed as follows:

- ☐ Display on-screen the document into which the other file will be merged, placing the cursor at the point where the insertion is to take place.
- ☐ Press **F1** and select the Insert text option.
- ☐ You will be taken back to the Disc Management Screen and the Insert Document message will be shown. The same message is also shown on the Information Lines.


- ☐ Pick the file which is to be merged into the file you are already editing, using the lower highlight bar in the usual way, and then press **ENTER**.
- ☐ The usual check menu will appear; press **ENTER** again to confirm the operation.
- ☐ LocoScript 2 will return to the Editing Screen and merge the second document into the first.

This technique can be used to insert into a file a block which had previously been saved on disc; it can also be used to insert a text file created by some other program, such as a spreadsheet or database, or by a different word processor, and which is therefore not a 'LocoScript document', into a LocoScript 2 file.

There are only two restrictions on merging files. The first is that there must be enough room on the disc to store the resulting unified document; don't take this for granted, but check first. You may actually need about twice as much spare space on the disc as the total length of the documents you are merging together.

The second restriction is that LocoScript 2 must be able to read both files without changing discs. This means that both files must either be on the same floppy disc, or one or both files must previously have been copied onto Drive M.

LocoScript 2 Phrases

In addition to Blocks, which you select and mark out for yourself, LocoScript 2 comes supplied with several ready-made fragments of text which are called **Phrases**.

Phrases are very similar to Blocks; the main differences between them are that they come ready-made — though you can also create your own Phrases if you wish — and that they are identified by letters rather than by numbers.

Using a Phrase

For instance, the ready-made Phrase A is *Paid by Access*. To put this Phrase into a document, place the cursor at the point where it is to be inserted and press **PASTE** and **A** and it will be immediately pasted in.

Most of the LocoScript 2 Phrases are of the sort that you might use in general business correspondence; they include *Yours faithfully* and *Paid with thanks*, for instance.

The only restrictions on Phrases are that the combined length of all of them is limited to around 1000 characters, and that not more than 26 different Phrases can be stored at any one time — one for each letter of the alphabet.

Phrases needn't consist of just a single line; they can spread over several lines, and can include codes to turn underlining, italics and similar features on and off.

What Phrases do you have?

To discover what Phrases are already available, you should be at the Disc Management Screen. Press Function Key **(F1)** to reveal the Actions Menu, then move the highlight bar to the **Show phrases** option and then press **(ENTER)**; you will be shown the current list of phrases.

Adding your own Phrases

To add your own Phrases to those which come ready-made, simply mark them out as if they were blocks, but give them an identifying letter instead of a number.

Imagine, for instance, that you have the words *Dear Sir* on-screen and that you want to save these as Phrase D. You would carry out these steps:

- ☐ Put the cursor at the beginning of the first word to be saved in the new phrase.
- ☐ Press **(COPY)**, move the cursor to the end of the phrase, and press **(COPY)** again.
- ☐ Press **(D)**; that letter will then identify the new Phrase.

If you specify an identifying letter which is already in use, the new Phrase you have marked out will replace the previous Phrase identified by that letter.

Incidentally, it's a good idea to develop some kind of system that will help you to remember what you have stored in each Phrase; for instance, you might decide to store your Address as Phrase A, 'Dear Sir' as Phrase D and so on.

Saving Phrases on disc

When you create your own Phrases as just described, they will only be remembered by the computer until you turn it off or reset it; next time you switch on, you will have to enter them all over again.

Sometimes this isn't a problem. For instance, if you have several letters to write, you might set up the date as a Phrase, so that you could then paste it into every letter without having to type it in in full each time. You probably wouldn't worry about that Phrase being forgotten when the PCW is turned off, because tomorrow is a different date.

There are many other Phrases, though, which it would be very convenient to preserve. Obvious examples include:

- ☐ Your company's name, address and telephone number.
- ☐ The name of your product.
- ☐ Standard greetings and closings for letters.

Saving Phrases isn't difficult, but there are several steps involved, so be sure to follow them carefully.

The PHRASES.STD file

You must first understand where the ready-made Phrases come from; they are all found in the PHRASES.STD file which *must* be in the SYSTEM Group 0 on your Start of Day Disc — the disc which has the LocoScript 2 program on it.

If the file is not on that group of that disc, or if it is given a different name, then the Phrases will not be loaded.

PHRASES.STD is an unusual file in many ways. In the first place, it isn't a 'LocoScript document' and so can't be directly edited; if you try, you will simply be told that it is Not a suitable document.

Second, unlike ordinary documents it is automatically loaded into the memory of the computer when LocoScript 2 is started, provided that it was found in the appropriate place.

Getting ready to store Phrases

As there are only about 1000 characters available for phrase storage, start off by deleting all the ready-made phrases which you don't want. Phrase Z is a good place to start because it takes up a couple of hundred precious characters.

Deleting a Phrase

To delete a Phrase, follow these steps:

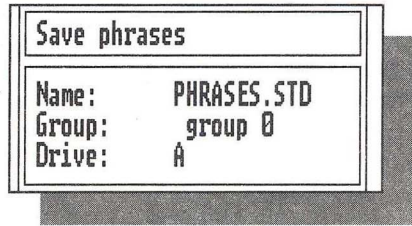
- ☐ Open a new (empty) document.
- ☐ Press **COPY** followed immediately by **CUT** and the letter of the Phrase you want to delete.
- ☐ The existing Phrase has now been deleted; repeat the procedure if you want to delete any other phrases.

Saving Phrases

To create and save new Phrases, follow these steps:

- ☐ Open a new (empty) document.
- ☐ Type in the various new Phrases which you want to preserve in the PHRASES.STD file.
- ☐ Put the cursor at the beginning of the first one and press **COPY**.
- ☐ Move the cursor to the end of the same Phrase and press **COPY** again.
- ☐ Press the letter you will be using to identify that new Phrase.
- ☐ Repeat this process for all the other Phrases you want to store.

- ☐ When you have stored all the Phrases you want, Exit from the document.
- ☐ Make sure that your Start of Day Disc is in Drive A and that the write-protect tabs are set to allow you to save material on it; remember to press Function Key **F1** to log in the Start of Day Disc if it wasn't already in the drive.



- ☐ Now move the lower highlight bar until it is resting on the name PHRASES.STD; *this is important.*
- ☐ Press Function Key **F1** to pop down the Actions Menu and select Save phrases.
- ☐ Press **ENTER** to confirm the operation and the old PHRASES.STD file will be overwritten by your new Phrases. These will be automatically available to you when you next boot LocoScript 2.

Other Phrases files

With LocoScript 2, you can have as many different Phrases files as you want, each containing its own selection of useful fragments. Only one of these — the one named PHRASES.STD and stored in group 0 of the Start of Day Disc — will be loaded in automatically when the computer is turned on, but you can arrange for this file to be replaced by a different Phrases file whenever you want.

Making and storing a second Phrases file

To create a new Phrases file, begin exactly as you did when creating PHRASES.STD. When you have exited from the document, instead of putting the highlight bar on PHRASES.STD and selecting Save Phrases from the Actions Menu, put the highlight bar into any group where you want to store the phrases.

Then select **Save Phrases** from the **F1** Action Menu. A new menu will appear.

Save phrases	
Name:	PHRASES.STD
Group:	group 0
Drive:	A

Type into the slot an appropriate name for your new Phrases file and press **ENTER**, and the new file will be saved in the group in which the highlight bar was resting.

The new Phrases file can be given any legal LocoScript 2 name, but obviously it makes sense to use PHRASES as the first part of the file-name. In this way a file containing Phrases that you might want to use in letters could be called something like PHRASES.LET while one containing technical terms might be PHRASES.TEC.

Loading a different Phrases file

Regardless of how many different Phrases files you have, the PHRASES.STD file in the first Group of the Start of Day Disc will always be loaded automatically when you boot the system.

To load a different Phrases file, you must be at the Disc Management Screen. Then proceed as follows:

- ☐ Put the highlight bar on the Phrases file you want to load.
- ☐ Pop down the Actions Menu with Function Key **F1** and select **Load phrases**.
- ☐ LocoScript 2 will prompt you with the name of the file it is going to load; confirm it with **ENTER**.
- ☐ From now on, the Phrases which are available to you will be the ones you have just loaded. These in their turn can be easily replaced by those from another Phrases file in the same way.

Summing Up

The ability to copy, move and delete blocks of text is one of the greatest advantages of the word processor over the typewriter. Like many other things in computing, it looks much more complicated than it really is, and you will quickly get the hang of it once you begin to use it regularly.

The main block operations are as follows:

- ☐ To delete a block of text, press **CUT** at the beginning and end of the block.
- ☐ To move a block of text, press **COPY** at the beginning of the block and **CUT** at the end, and then type in an identifying number.
- ☐ To copy a block of text, press **COPY** at the beginning of the block and **COPY** again at the end, and then type in an identifying number.
- ☐ To insert a block which has already been saved in a buffer, press **PASTE** and the appropriate identifying number.
- ☐ To insert a LocoScript 2 Phrase, press **PASTE** and the letter which identifies that Phrase.

9

Finding and Exchanging Text

Among the most useful editing features offered by LocoScript 2 is the ability to automatically find any piece of text which may be embedded in the document you are editing. In addition, you can automatically change the text which you have found into something else.

For instance, you may have written a report on a meeting in which you have accidentally typed in the date of the meeting incorrectly: instead of *February*, you have mistakenly typed in *March*.

It would be quite possible to work through the report using the cursor keys and scanning each line in order to find each place in which you have made the mistake. However, if the report is a long one this would be very time-consuming, and you might not find all the occasions where the mistake had been made.

With LocoScript 2's Find facility, you can jump directly to each occurrence of the mistake; even better, the Exchange option would let you alter every occurrence of *March* into *February* automatically. The whole job would only take a fraction of the time which would be needed to perform the same task manually, and you could be quite certain that you hadn't missed any of the mistakes.

How Find and Exchange work

Find and Exchange are really very similar operations. In both cases a string of characters (the **search string**) is typed in by the user. (**String** is a common computing term for any group of characters; a string can consist of numbers, letters, punctuation or whatever.)

The document from the current position of the cursor forward is then scanned to find a match for the search string; this match is called the **target string**. If necessary, the text will scroll up the screen as the search takes place.

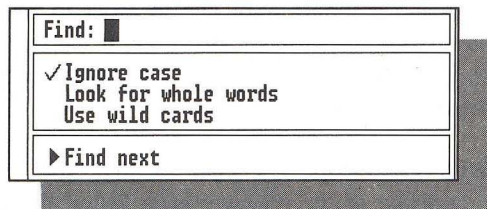
If you are using the Find option, the cursor will come to rest at the beginning of the first match which it finds. If you are using Exchange, then depending on the precise instructions you have given, the search string may be replaced by an **exchange string** which you have also specified. The surrounding text is automatically relayed after the exchange has taken place.

If no hits are found, then the cursor will simply be taken to the end of the document.

Beginning a Find

To see how a Find operation is carried out, display the document called PRACTICE.DOC on your screen. We shall look for occurrences of the words *LocoScript 2* in the document.

When PRACTICE.DOC is on-screen, and without moving the cursor from its 'home' position at the left of the first line, tap the **FIND** key and the Find Menu will pop down.



Specifying a Find operation

To specify a Find operation, you must carry out the following steps:

- ☐ Enter the search string into the slot at the top of the menu.
- ☐ Select which (if any) of the three options you want to use.
- ☐ Press **ENTER** to activate the `Find next` command at the bottom of the menu.

Typing in the search string

At the top of the menu is a slot in which you can enter a search string of up to 30 characters. This can include carriage returns and tab symbols. You can use the delete and cursor keys in the usual way to edit the search string as you type it in.

Choosing the options

Once you have typed in the search string, you must specify what kind of a search you want to perform. The options are as follows:

- ☐ Ignore case
- ☐ Look for whole words
- ☐ Use wild cards

By default the first of these options is selected and the others are deselected. To select an option, put the highlight bar on it and press **+**. It will be marked with a tick to show that it has been chosen.

To deselect an option, put the highlight bar on it and press the **-** key. The tick will be removed to show that the option no longer applies.

Ignoring case

When specifying a Find operation, LocoScript 2 will assume that you want to use the Ignore case option; it has accordingly been ticked to show that it is effective. This option will find any string which has the same characters in it as the search string, regardless of whether or not capitals and small letters match.

Thus a search for LocoScript would find LOCOSCRIPT, LocoScript and Locoscript — and, indeed, any other combination of capitals and small letters.

To deselect the Ignore case option, highlight it and press ☐. A 'hit' will then only be registered in those instances where there is a perfect match between the capitals and lower-case letters of the search and target strings. In that case, a search for LocoScript would not find LOCOSCRIPT or Locoscript.

Looking for whole words

As you may have already discovered, computer programs often display a mindless tenacity of purpose that can be rather irritating. For instance, setting a Find operation in train to look for the string *cat* would turn up not only the word you are looking for, if it is present in the text, but also catalogue, catastrophe and even decathlon.

If Look for whole words is selected, this will not occur, and these false hits will be avoided. There is, however, the corresponding disadvantage that you might sometimes want to find a word by specifying only part of it.

Imagine, for example, that you have used either *specify* or *specification* in a long piece of writing, but you cannot remember which — or perhaps you have used both words and want to find instances of both. It is then convenient to be able to conduct a search for some element that is common to both words: *specif*, say, which would register a hit on both our targets.

Using wild cards

Sometimes you will want to be able to make a *fuzzy search*; that is, you won't be quite certain of what you are looking for. Many such searches can be successfully carried out with the careful use of the two options just described, but not quite all.

For instance, imagine that you are scanning through a document for either *word processing* or *word-processing*. You could simply search for *word* or *processing*, but either of these might give you a number of mis-hits before you found either of the strings you were looking for.

The solution to this is to use a **wild card**. This is a character which stands for any other single character.

The LocoScript 2 wild card character is a question mark, '?', so you could then use *word?processing* as your search string — with the ? standing for either the hyphen or a space — and so register a hit on either of the targets you are looking for.

There is, however, a catch to this: if you want to use '?' as a wild card, you *must* select *Use wild cards* on the Find Menu; otherwise LocoScript 2 will not understand that '?' is to be used as a wild card and will instead look for a literal occurrence of *word?processing* — which it is unlikely to find!

As you can see, it pays to be ingenious in choosing your search string. Remember that you can include carriage returns, tabs and other symbols reached from the keyboard in a search string, but not LocoScript 2 codes such as (+UL).

Repeating a Find

If you use the Find command a second time, LocoScript 2 will automatically offer you the same search string again. At this point, you have two choices:

- ❑ If you want to search for another occurrence of the target string further on in the same document, simply press **ENTER** and the search will resume.
- ❑ If you want to look for a different string, clear the old search string out of the menu slot either by pressing the **DEL→** key until the window is empty or by tapping the **-** key, which immediately clears out all text to the right of the cursor.

Abandoning a Find

To abandon a Find operation which you have already started, press the **STOP** key twice.

A practical example

Although the wild card and other options make it possible to carry out quite sophisticated searches, you will usually find that you can get satisfactory results from the default options: that is, Ignore case is selected and all the other options are turned off.

To see how a simple search would be carried out, make sure that you have displayed the PRACTICE.DOC document as suggested earlier in this chapter. Then proceed as follows:

- ❑ Press the **FIND** key.
- ❑ When the Find Menu appears, type in `LocoScript 2` in the slot at the top, correcting any mistakes in the usual ways. Remember to type in the capital 'S' in the middle of `LocoScript`.
- ❑ Press **ENTER**. The cursor will immediately be brought to rest on the first occurrence of the phrase `LocoScript 2` in the document.
- ❑ To search for the next occurrence of the same string, press **FIND** and **ENTER**; the search will then begin for the second occurrence of the string.

Potential problems

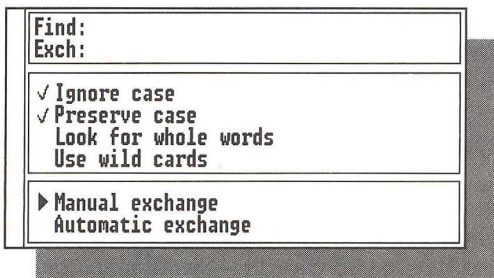
You will probably find that the whole operation has gone according to plan. However, you may very occasionally discover that LocoScript 2 resolutely refuses to find a string although you are certain that it is somewhere in the document. There are two possible reasons for this:

- ☐ The most probable cause is simply that the Find operation was started with the cursor already located below the string you were looking for; if you go back to the beginning of the document and start again, you may well find what you are looking for. LocoScript 2 has no facility for carrying out 'backward' searches — that is, searches that work from the end of a document towards the beginning.
- ☐ Another possibility is that you have made a spelling mistake, either in the search string or in the document itself. Try using wild cards to sidestep the problem.

Making Exchanges

The Exchange operation is similar to Find, and only slightly more complex. It can be used by working through these steps:

- ☐ Call up the Exchange Menu by pressing the **EXCH** key — that is, **SHIFT** **FIND**. As you can see, this menu has much in common with the Find Menu we looked at earlier.



Find: Exch:
✓ Ignore case ✓ Preserve case Look for whole words Use wild cards
► Manual exchange Automatic exchange

- ☐ Type the search string in the slot at the top of the menu.
- ☐ Type in the string with which you want to replace the search string in the second slot.

- ☐ To select an option, highlight it and press **[+]**; to deselect an option, highlight it and press **[-]**.
- ☐ If you want a manual exchange, press **[ENTER]**; if you want the exchange to take place automatically, move the highlight bar down to Automatic exchange and then press **[ENTER]**.

Entering the strings

The top of the menu has slots for both the search string and the replacement string, and any string which has been used in a previous Find or Exchange operation will already be shown on the top slot. If you have already carried out an Exchange operation, the previous replacement string will still be in the second slot.

If you want to specify different strings, clear the old strings out of their slots by highlighting the appropriate slots and then either pressing the **[DEL→]** key until the window is empty or by tapping the **[-]** key,

The Exchange options

The options in the middle section of the menu are as follows:

- ☐ Ignore case
- ☐ Preserve case
- ☐ Look for whole words
- ☐ Use wild cards

Three of these options — Ignore case, Look for whole words and Use wild cards — work in the same way as their equivalents in the Find Menu. The remaining option, Preserve case, is new.

Preserving case

Sometimes when a target string is replaced by the replacement string, it can be useful for the replacement to adopt the same capitalisation as the target string.

For example, while working on a document you might decide to replace the word *writing* by the word *composing*, and carry out a non-case sensitive search to find the target string at the beginning of sentences as well as elsewhere. In many places this would be fine; for instance, it would quite properly change *The story is often told that when Handel was writing The Messiah...* into *... when Handel was composing....*

However, if a sentence had originally started, *Writing music is always more interesting than playing it...* this would be converted into a sentence beginning, *composing music ...* without the proper capital letter. LocoScript 2 offers a way of avoiding this difficulty with the **Preserve case** option; if this is selected, the replacement string will begin with a capital letter if the hit also begins with a capital, and *vice-versa*.

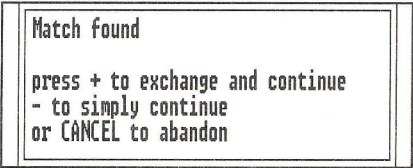
Selecting a manual or automatic exchange

Once you have specified the options you require, you can either press **ENTER** immediately to begin a Manual Exchange, or else take the highlight bar down to **Automatic exchange** and then press **ENTER**.

The difference between these two types of exchange is a very important one.

Manual exchanges

A manual exchange searches the document below the starting cursor position looking for 'hits'. When one is found, you will be shown this message:



Match found
press + to exchange and continue
- to simply continue
or CANCEL to abandon

At this point, you have three choices:

- ☐ Press **ENTER** or **+** to exchange the target string for the replacement string and then to continue to scan the document for more hits.
- ☐ Press **-** to leave the target string untouched but to continue to scan the document for further hits.
- ☐ Press **CAN** to abandon the operation completely.

Manual exchanges are slower than automatic exchanges, because LocoScript 2 has to wait for you to decide what you want to do with each hit, but they are very useful if you only want to swap a few of the occurrences of the target string for the replacement string.

Automatic exchanges

When an automatic exchange is selected, all occurrences of the target string are automatically replaced by the replacement string.

Automatic exchanges are much faster than manual ones. However, they are also rather more dangerous, because you can't control how individual hits will be treated.

The problem here isn't that LocoScript 2 will somehow go wrong during an automatic exchange; rather, it's that you may make an error of logic in specifying the details of the exchange, and consequently damage your document. It's much easier to do this than you might think!

Because of this danger, you should always take some simple precautions before beginning an automatic exchange.

Some simple precautions

There are two main precautions which it's wise to take before starting an automatic exchange:

- ☐ Save the document with the **Save and Continue** command, so that if anything unforeseen does happen, you will always have the unchanged version to come back to.
- ☐ Plan the exchange very carefully. Sometimes the order in which you make exchanges can seriously affect the final result.

To take a simple example, in the course of updating a price list you may decide to automatically change the price of everything that was originally sold for £4.00 to £5.00, and everything that was originally sold for £5.00 to £6.00.

If you begin by changing every occurrence of £4.00 to £5.00, you will find that *all* your prices are now set to £5.00, and that you have no way of finding out which of them now ought to be changed to £6.00.

So do plan an automatic exchange carefully; in the example given here, the correct procedure would be to change all the occurrences of £5.00 to £6.00 first, and only then to change the occurrences of £4.00 to £5.00.

If the worst should happen ...

If you should suddenly realise that you've made a mistake in specifying an automatic exchange, you can still stop it 'on the fly' by pressing the **STOP** button twice. Any exchanges which have already taken place will still stand, but at least you will be able to prevent any future exchanges from taking place.

Summing up

The find and exchange operations provide very powerful ways of making changes to your documents.

The find operation works like this:

- ☐ To find any string, put the cursor at the top of the document.
- ☐ Press **FIND** to pop down the Find Menu.

- ☐ Type in the string you want to find in the top slot.
- ☐ Press **ENTER** to accept the default options; LocoScript 2 will scan through the document looking for the string you have specified. If it is found, the cursor will be placed on its first character.

The exchange operation is very similar:

- ☐ To replace a string by another one, put the cursor at the top of the document.
- ☐ Press **EXCH** to pop down the Exchange Menu.
- ☐ Type in the string you want to replace in the top slot and the string you want to insert instead of it in the second slot.
- ☐ Press **ENTER** to accept the default options; LocoScript 2 will scan through the document looking for the string you have specified. If it is found, the cursor will be placed on its first character and you will be asked if you want to make the exchange.
- ☐ Press **+** to make the exchange, **-** to move on to the next hit, or **CAN** to abandon the operation.

10

Tabs and margins

So far, we have used the default LocoScript 2 tabs and margins. Although these are perfectly acceptable for most work on A4 or standard 8½" x 11" continuous computer paper, circumstances may arise when you want to change them.

It's also possible in LocoScript 2 to set different margins and tab stops to apply in different parts of your documents; this is described in the next chapter.

About LocoScript 2 Layouts

Every document you write is controlled by certain ground rules or policies. Some of these are fixed by the physical limits of the paper you are using — the most obvious example is the the number of lines which can be fitted on to a page — while some of the other rules are really only governed by your personal preferences. These latter include:

- ☐ The location of page-numbers.
- ☐ The margins (provided they fit on the paper).

- ☐ The number and position of tab stops.
- ☐ How far the first line of a paragraph will be inset.

Details of all these features are kept in a special part of each document file called the **layout**. Whenever you save a document on disc, all the features of its layout are stored along with it, so that the next time you load that document you will find that the margins, tab stops and so on are all still where you had previously set them.


For the moment we shall be staying within the confines of standard A4 paper. LocoScript 2 actually allows you to specify a wide range of paper sizes, but it is much better to adopt a 'walk before you run' attitude here; if you really are desperate to specify a different type of paper, you can jump ahead to Chapter 16 and then come back to this chapter later.

Changing LocoScript 2 margins

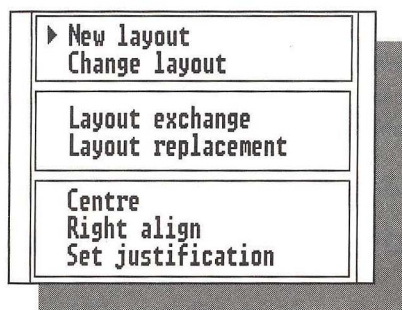
Although the default LocoScript 2 margins are satisfactory for most purposes, it can be useful to change them.

You can both change the margins of a document which already has text in it and set new margins for a document which is 'empty' — that is, one which has been Created but which you haven't written anything into yet.

Moving to the Editing Layout Screen

Begin at the Editing Screen with PRACTICE.DOC displayed. Then tap Function Key  to pop down the Layout Menu.

This is the same menu that we used in Chapter 5 to centre



individual lines, to align them against the right margin, and to turn right justification on and off.

Move the highlight bar down to **Change layout** and press **ENTER**. This takes you to the Editing Layout Screen, from which many features of the layout of your document are controlled.

Locating the margins

To set the LocoScript 2 left margin, follow these steps:

- ☐ Use the **←** and **→** keys to move the ruler cursor along the Ruler Line until its left edge is at the point where you want the new left margin to come.



► Set Left Margin
Set Right Margin

- ☐ Press Function Key **f1**. A menu will appear.
- ☐ Put the highlight bar on **Set Left Margin** and press **ENTER**; the new left margin will be set at the current position of the ruler cursor.

To set the right margin, follow the same basic steps, as follows:

- ☐ Place the ruler cursor so that its left edge is located at the position where the right margin is to be placed.
- ☐ Press Function Key **f1** to pop down the Margins Menu.
- ☐ Move the highlight bar to **Set Right Margin** and press **ENTER**.

Restrictions on setting margins

Margin settings are restricted by the following rules:

- ☐ The right margin must be to the right of the left margin.
- ☐ The margins must be at least 6 spaces apart.

- ☐ If you set margins that are narrower than the length of some of the words in the text, your work can't be word-wrapped properly. Relaying your document will then be a very slow process, but LocoScript 2 will still do its best.
- ☐ It's possible to set margins that are wider than the screen, and the display will 'roll' over to make room. However, the margins will then be wider than the A4 paper we are using.

Quick tip

A faster way of setting the margins is as follows:

- ☐ Press Function Key **F2** to display the Layout Menu.
- ☐ Put the left edge of the ruler cursor on the vertical line in the Ruler which marks whichever margin you want to move.
- ☐ Press **+** to shift that margin one place to the right or **-** to take it one place to the left. Repeated presses of the **+** or **-** keys — or holding them down and letting them auto-repeat — will 'walk' the margins to the left or right quite quickly.

Relaying the text

The job of setting the margins is now complete. In real life you would probably now go on to setting any tab stops you need, but before doing that we shall just see what effect the new margins have on the way that PRACTICE.DOC is set out on the screen. Leave the Editing Layout Screen by pressing **EXIT**.

Relaying between new margins

When you alter the layout of a document, everything between the top of the document and the current position of the cursor is automatically readjusted to match the new layout. If the cursor was towards the bottom of a long file, this relaying may take a few moments.

Below the cursor, everything should still look just as it did before you altered the margins. However, when you take the cursor down the document or when you Save your work to disc the text will be relayed to match the new margins.

Changing margins affects the entire document

Because changing the layout of a LocoScript 2 document affects the appearance of the entire document, you can't change the margins half way down a document and expect the change only to affect new material, as you could on a typewriter. Instead, the entire document will be affected.

However, there are ways in which it is possible to set some portions of a document to narrower margins than other parts, and we shall see how this is done in the next chapter.

All about tabs

If you need to lay out any part of your work in a regular and consistent way you will probably find that the easiest way of doing so is by using tabs. Among other things, you can use tabs to set in the first line of a paragraph from the left margin; to indent a complete paragraph; to set up a hanging paragraph — sometimes called an 'outdent'; and to arrange tables of numbers and other information into tidy columns.

LocoScript 2 tabs

It's important to understand the distinction between tabs and tab stops. Tabs are invisible symbols which you can insert into the body of a document by pressing the **TAB** key while the text is being written or edited; tab stops are markers placed on the Ruler Line.

Imagine, for instance, that you want to indent the first line of every paragraph. You would go through these steps:

- ☐ You would set a tab stop on the Ruler Line to mark the 'depth' of the indent — typically five or ten spaces.

- When writing or editing your text you would press the **TAB** key at the beginning of each paragraph; the text that follows will then be indented as far as the position of the tab stop on the Ruler Line.

Restrictions on tabs

You can insert up to 15 tab stops at the beginning of a document. In the next chapter we shall learn how to create additional layouts using a special (**Layout**) Code; layouts created with such a Code can have up to 30 tab stops.

Types of tab stop

LocoScript 2 offers several different types of tab; the effect that you get when you are editing a document and you press the **TAB** key depends on what kind of tab stop has been placed in the Ruler Line.

Simple tabs

Simple tabs are the most common sort of tab — the kind available on most typewriters. A simple tab stop is represented by a ‘→’ symbol on the Ruler Line. If the **TAB** key is pressed while a document is being written or edited and the next tab stop is of this type, then all text which follows on the same line will be aligned to start at the tab.

Right tabs

If the **TAB** key is pressed and the next tab stop is a right tab, and provided the line is ended by pressing the **RETURN** key, the right hand end of the line will be aligned underneath the right tab stop. Right tabs are thus a mirror image of simple tabs. Right tab stops are represented by a ‘←’ symbol on the Ruler Line.

Centre tabs

Centre tab stops are represented by an arrow with a head at each end, ‘↔’; text tabbed to one of these will be laid out so that it is centred underneath the symbol.

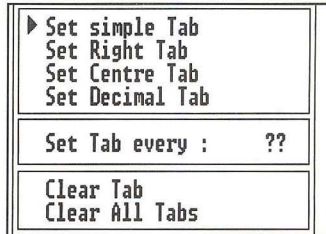
Decimal tabs

The final type of tab stop is for decimal tabs; it is represented on the Ruler Line by a dot, '•'. Decimal tabs are invaluable when setting out tables of numerical information, as any decimal point in text tabbed to them is aligned under the tab symbol, regardless of the number of places before or after that decimal.

Setting and clearing tab stops

To change the tab stops, start at the editing screen and follow these steps:

- ❑ Press Function Key **(f2)** to go to the Editing Layout Screen.
- ❑ Select Change layout by highlighting it and pressing **(ENTER)**.
- ❑ To insert simple tab stops at regular intervals, press Function Key **(f3)** to display the Tab Menu. Then move the highlight bar down to Set Tab every : ?? Type in a suitable number and then press **(ENTER)**. For instance, if you wanted to insert tab stops every 10 characters; you would press **(1) (0) (ENTER)**.



- ❑ To insert tab stops manually, move the cursor along the Ruler Line to the spot where the stop is to be placed, then press Function Key **(f3)** to pop down the Tab Menu. Move the highlight bar down to select the type of tab stop you want and press **(ENTER)**.

Manual or automatic tabs?

It's easier to set tabs automatically every so many spaces, but this procedure only sets simple tab stops. Setting the tab stops manually is slower, but lets you choose what sort of tab you want.

A sensible compromise would be to set simple stops every tenth column, say, and then insert other types of tab stop manually.

Quick tip

Once in the Editing Layout Screen, you can put in tab stops without using the Tabs Menu as follows:

- ☐ Take the ruler cursor to the place where you want a tab stop to be located.
- ☐ Press **[+]**. Pressing it once puts up a simple tab stop, and repeated presses will cycle through the different types of stop in the order Simple Tab, Right Tab, Centre Tab, Decimal Tab and then back to Simple Tab again.
- ☐ When you have the kind of tab stop you want, just move the cursor away; you don't have to press **[ENTER]**.

Removing tab stops

Removing tabs is also done from the Editing Layout Screen. It can be done either manually or automatically.

To clear a single tab stop, proceed as follows:

- ☐ Put the cursor on the tab stop you want to remove.
- ☐ Press Function Key **[F3]** to display the Tab Menu.
- ☐ Move the highlight bar down to Clear tab and press **[ENTER]**.

To clear all the tab stops, follow the same procedure as far as the last step; here select Clear All Tabs and press **[ENTER]**.

Quick tip

To remove a tab stop quickly, put the ruler cursor on it and press **[-]**. The tab stop will be cleared.

Leaving the screen

When you have finished setting tab stops, press **EXIT** to leave the Editing Layout Screen. If there are any tabs in the text of the document, the text will be relayed to take account of the new positions of the tab stops.

Summing up

Tabs and margins are both set from the Editing Layout Screen. When you are editing a document, this can be reached by pressing Function Key **f2** and selecting Change layout and pressing **ENTER**.

When the Editing Layout Screen appears, use Function Key **f1** to set new margins, or Function Key **f3** to change the tab stops.

When you have completed the new settings, press **EXIT** to return to the document. The new settings you have established will apply to the entire document.

11

Using multiple formats

In Chapter 10 we looked at ways in which new margin and tab stop settings could be established. These new settings took effect at the beginning of a document, and then applied all the way through it.

For most purposes this will be all that you need to do. However, there will be occasions when you need to have a variety of different margins or tab stops in different parts of the same document. In reports and in academic work, for instance, it is common for quoted material to be set to narrower margins than the remainder of the text.

Changing the settings for part of a document

To set new margins or tab stops for just one part of a document without affecting the way in which the remainder of the document is laid out, follow these steps:

- ❑ When the document you are working on is displayed on the Editing Screen, put the cursor at the point from which you wish the new settings to take place. Generally this should be at the beginning of a new line, since new margins can only come into effect at the start of a line.

- ❑ Press Function Key **(f2)** to pop down the Layout Menu.
- ❑ The highlight bar will be on **New layout**, so press **(ENTER)**. The Editing Layout Screen will appear.
- ❑ Use Function Keys **(f1)** and **(f3)** to set new margins and tabs as described in Chapter 10.
- ❑ It would be possible now to press **(EXIT)** to return to the Editing Screen. However, it's a good idea to give a name to the new layout which you have just created. Begin by pressing Function Key **(f7)** to pop down the Name Menu.
- ❑ If there is already a name displayed in the menu slot, remove it by pressing **(-)** or by repeatedly tapping **(DEL→)**.
- ❑ Type in a suitable name for the new layout; it can be up to 12 characters long.
- ❑ Confirm the new name with **(ENTER)**.
- ❑ Press **(EXIT)** to return to the Editing Screen.

A special code containing details of the new layout will now be inserted into your document at the cursor position, though this may not be immediately apparent.

To see the changes, either press **(RELAY)** or take the cursor below the end of the next paragraph. You'll see that this section will now be laid out to the margins and tab stops which you've just set, while the portion of the document above the position where the new layout was created is unchanged.

Notice that as long as the cursor is in the area controlled by the new layout, the name that you have given that layout is displayed in the Information Lines.

How new layouts work

Working with more than one layout in a document is much easier if you understand how they work. To do so, pop down the Options Menu with Function Key **[F8]** and make both codes and rulers visible; this will give you a better idea of what has just happened.

At the point where the new layout takes effect, you will see a Code which reads (Layout) ↓, with a new ruler beneath it on which the new tabs and margins are placed.

The secret of the new margins and tab stops lie in the (Layout) Code. Just as the symbol '→' in some sense 'contains' a tab, so the (Layout) Code 'contains' all the details of your new margins and tabs.

You can prove this by simply deleting the new (Layout) Code and the '↓' symbol which follows it; the new ruler will disappear, and any text that had been affected by it will revert to its old margins when it is relayed.

Editing a layout

Once you've created a new layout and inserted it into your document, you may want to go back later and change it; you may consider, for instance, that the new margins you have set are too narrow, or that you want to set a different kind of tab stop.

To alter a new layout which you have inserted into a document, follow these steps:

- ☐ Make sure that the cursor is in a portion of the document which is controlled by the new layout.
- ☐ Press Function Key **[F2]** to pop down the Layout Menu.
- ☐ Move the highlight bar down to Change layout and press **[ENTER]**. The Editing Layout Screen will appear.

- ☐ Make the changes you require just as if you were setting up the layout for the first time; you can change any of the features, including the margins, the tab stops and the name.
- ☐ When you've finished making the necessary changes, press **EXIT** to return to your document.
- ☐ If the cursor is very far below the point at which the layout which you are editing begins, there will be a short pause as the text is relayed to the new settings which you have established.

Copying layouts

If you want to use the same new layout several times in different parts of a document, there's no need to re-enter all the details at the Editing Layout Screen. Instead, you can copy the appropriate (Layout) Code just like any other text; since this code contains all the relevant information about margins, tab stops and the like, it will work just as well wherever you copy it to.

You can, for instance, use a particular layout at one point in a document — to establish narrower margins to define quoted material, perhaps — then copy that same (Layout) Code to some other point where the same layout is required.

A point to watch

A new (Layout) Code can be placed at any point in a document; you can even put one at the very beginning of the document, if you want. However, there is one point which you should note: every time a new Layout code is inserted into a document, it is followed by an automatic new line symbol ↵.

If the line immediately before the (Layout) Code also ends with a Return, as it generally will, you may find that you have an unexpected blank line in your printout. To remove this, delete the ↵ symbol immediately *before* the (Layout) code; this will mean that the Code is no longer on a line of its own, but its workings won't be affected.

More about new layouts

Margins and tabs only represent a small part of the information which is stored in the (LayouT) Code. For instance, you can set up a new layout in such a way that the text it contains is automatically justified, or printed in bold type.

In the rest of this chapter, we shall look at this additional information which you can store in a (LayouT) Code, and see how you can use it to simplify the process of setting up a document in your own chosen style.

Setting the defaults in a new layout

When you select the `New layout` option to begin to create a new layout, LocoScript 2 will always start by offering you the default options which apply to the layout you are currently using, and not with any variations you may have made in the course of using it.

Imagine, for instance, that the layout you have been using doesn't automatically justify text, but you have at some point inserted a `(+Just)` to turn justification on. If you then create a new layout, you'll find that the text in it won't be justified, because the new layout's default is the same as the default in the old layout.

It can be very useful to change a new layout's default features so that justification, type-size and some other characteristics are automatically established whenever that new layout is used. In this way you can be certain that if you copy a (LayouT) code from one place to another, all its relevant settings will be copied along with it.

Most of the changes we are describing are carried out from the Editing Layout Screen by pressing Function Keys **F4** and **F8**.

The Options Menu

Pressing Function Key **F8** pops down the Options Menu, which allows you to establish the following features as the defaults in a new layout:

- ☐ Justification
- ☐ Italics
- ☐ The decimal marker
- ☐ The zero character
- ☐ The correct scale pitch

/ Justify Italic
/ Decimal marker is . Decimal marker is ,
/ Zero character is 0 Zero character is 0
Scale pitch 12 10 /12 15 17 PS

Setting justification

To make justified text the default in a new layout, put the highlight bar on *Justify* in the Options Menu and press the **[+]** key. A tick will appear by the side of the option to show that it has been selected.

To deselect justification, put the highlight bar on *Justify* in the Options Menu and press the **[-]** key. The tick will be removed.

Setting italics

Italic type is set in the same way as justification, namely by putting the highlight bar on *Italic* in the Options Menu and pressing the **[+]** key; a tick will appear to show that the option has been selected.

To deselect italic type, put the highlight bar on *Justify* in the Options Menu and press the **[-]** key. The tick will be removed.

Remember that the PCW9512+ daisy-wheel printer isn't capable of producing italic text — except by inserting an italic print-wheel — and that therefore this selecting or deselecting the *Italic* option will have no effect on the appearance of printed text.

The decimal marker

In Britain the decimal marker is generally a point. If you wish to change this to a comma, move the highlight bar down to the *Decimal marker is ,* and press **[+]**.

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To return to using a point, move the highlight bar to Decimal marker is . and press **[+]**.

In neither case does the option you choose actually change the form of the symbol — you must still type in a stop or a comma as you wish; rather, it selects which of the two characters will be aligned automatically with the decimal tab stop described earlier.

The zero character

The convention has arisen in computer programming of showing Zero as 'Ø' rather than as '0'; this is in order to make a clear distinction between it and the letter O.

LocoScript allows you to choose which symbol you prefer to see on-screen; move the cursor bar to the appropriate position and press **[+]**.

With the daisy-wheel printer supplied with your PCW9512+, the character which is printed will always appear as '0' whichever option you choose.

Even if you specify here that you want zero shown with a slash through it, you can still force it to appear without a slash if you hold down **[ALT]** and tap the **[0]** key instead of just pressing **[0]** on its own.

Changing the Scale Pitch

The last feature which you can change with the Options menu is the **Scale pitch**. This relates to the pitch settings on the ruler line at the top of the screen. As we've already pointed out in Chapter 6, there's relatively little point in changing the pitch settings unless you have fitted a new print-wheel with a different pitch; if you haven't done so, you can skip this section.

If you want the new layout to have a different character-pitch, this can be set at the Size Menu, described below. If you intend to do this, you may also want to alter the scale pitch here at the Options Menu so that it matches the new character pitch.

The reason for doing this is that if you change the character pitch without also changing the scale pitch, the text will appear to overflow or underflow the on-screen margins; if you set the scale pitch to match the same value as the character pitch, the on-screen margins will always match the 'real' length of the lines.

From this you might assume that it is a good idea to always match the scale pitch to the character pitch, but this isn't necessarily true. Changing the scale pitch in the middle of a document will alter the margin settings as well, which can look very untidy.

If you follow the rule printed here, you won't go far wrong: at the beginning of your document you *can* change the scale pitch to match the character pitch, so as to prevent the text from overflowing or underflowing the on-screen margins, but it isn't essential to do this. *Don't change the scale pitch at any other point.*

Leaving the Options Menu

When you have set all the Option Menu settings correctly, press **ENTER** to put the new settings into effect and to remove the menu from the screen.

Using the Size Menu

As well as the features we have already described, a new layout can include default details of the following:

- ☐ Character pitch
- ☐ Line spacing
- ☐ CR extra spacing
- ☐ Line pitch

All of these are set from the Size Menu, popped down by pressing **F4**.

All the changes are made in the same way as at the ordinary Size Menu in the Editing Screen; for a full description, refer back to Chapter 6.

To recap briefly, changes can be made as follows:

Line spacing

Character pitch	12
10	✓ 12
15	17
PS	
✓ Normal width	
Double width	
Line spacing	1
0	1/2
✓ 1	1 1/2
2	2 1/2
3	
CR extra spacing	0
✓ 0	1/2
1	1 1/2
Line pitch	6
5	✓ 6
7 1/2	8

To change the line-spacing, proceed as follows:

- ☐ Move the highlight to the line underneath the words *Line spacing*. The current setting will be marked with a tick.
- ☐ Either use the and keys to highlight the line-spacing you want and then press , or tap the space-bar to choose the correct value.

Line pitch

To change the line pitch, follow these steps:

- ☐ Move the highlight to the line underneath the words *Line pitch*. The current setting will be marked with a tick.
- ☐ Use the and keys to highlight the line-pitch you want and then press , or tap the space bar to choose the correct value.

Selecting extra blank lines

To select extra blank lines between paragraphs, follow these steps:

- ☐ Move the highlight to the line underneath the words *CR extra spacing*. The current setting will be marked with a tick.

- ❑ Use the (←) and (→) keys to highlight the value you want and then press (+), or tap the space bar to choose the correct figure.

Changing the character pitch

- ❑ Move the highlight to the line underneath the words Character pitch. The current pitch is ticked.
- ❑ Use the (←) and (→) keys to highlight the character pitch you want and then press (+), or press the space bar to choose the correct figure.

After setting the options

When you've set all the size options you require, press (ENTER) to remove the Size Menu and to put the new settings into effect.

You can then return to the document on which you're working by pressing the (EXIT) key.

Summing up

It's often very useful to be able to use more than one layout in the course of a document. You might want to use one layout for ordinary text, another layout for quotations, a third layout for columns of figures, and so on.

The steps required to set up a new layout are as follows:

- ❑ At the Editing Screen, make sure that the cursor is at the point where the new layout is to take effect.
- ❑ Press Function Key (f2).
- ❑ Move the highlight bar to New layout and press (ENTER).
- ❑ The Editing Layout Screen will appear. The options here are as follows:
- ❑ Press (f1) to set new margins.

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- ☐ Press **f3** to change tabs
- ☐ Press **f4** to change line-spacing and pitch, and character-size and pitch.
- ☐ Press **f7** to give a name to the new layout.
- ☐ Press **f8** to set new defaults for italics, justification, and the decimal and zero characters.
- ☐ When you have finished, press **EXIT** to return to the document.

12

TEMPLATE.STD files

In this chapter you will learn how to create **TEMPLATE.STD** files; these allow all the documents created in a particular group to share the same format.

About **TEMPLATE.STD files**

You will probably find that most of the documents which you create with LocoScript 2 will fall into a relatively small number of categories. For instance, a club secretary might regularly need to write letters, reports, and minutes; the proprietor of a small business might need to write memos, ordinary letters, invoices, circulars and price lists; a firm of estate agents might need to write letters and descriptions of properties on the market; and so on.

Each of these different types of document would normally have its own format, depending on its function and on the conventions preferred by the writer; for instance, some people prefer to have their letters in a 'fully-blocked' style, with every line starting hard up against the left margin, while others prefer a more traditional arrangement with the first line of each paragraph indented.

It would obviously be a waste of time and effort if every time you sat down to create a particular type of document — a letter, say, or a report — you had to re-invent a suitable layout for that document before you could begin writing it. It would be much easier if you were automatically provided with the the appropriate margin settings, tab stops, line-spacing and other features automatically.

It would be even better if you could also automatically add some text to the document without having to type it in; for instance, you might want your address and telephone number to appear at the top of every letter; or you might want the word ‘MEMORANDUM’ to appear at the top of every memo form.

With LocoScript 2, all these things can be done by using a special kind of file called a **template**. The major rules governing template files are as follows:

- ☐ Every template file must have the special name **TEMPLATE.STD**.
- ☐ You can put one **TEMPLATE.STD** in every group.
- ☐ If a **TEMPLATE.STD** file exists in a group, then the layout of all the documents which are created in that group *after* the **TEMPLATE.STD** file will be governed by that **TEMPLATE.STD**.
- ☐ Any files which are already in a group when a **TEMPLATE.STD** file is added to that group will be unchanged.
- ☐ **TEMPLATE.STD** files can be edited, copied or deleted like any other LocoScript 2 file.

Creating a **TEMPLATE.STD** file

We shall now set up a **TEMPLATE.STD** file to create headed stationery. (The LocoScript 2 distribution disc already contains a group called **LETTERS** with its own **TEMPLATE.STD**, but instead of editing this, we shall create a new one from scratch.)

All the documents which you subsequently create in the same group as this new TEMPLATE.STD will automatically be given the same tab stops, margins and other layout features as the template. Furthermore, they will also automatically include the address, phone number and other text which you have included in the template.

So that you can set up a TEMPLATE.STD which is perfectly suited to your own needs, we shan't actually stipulate the margin and other settings that you should use. Just use settings which you yourself are happy with. Because you may well end up using this layout for several hundred letters, it's as well to spend some time and effort to get everything just right.

Setting up a layout for the TEMPLATE.STD

Begin at the Disc Management Screen by putting the highlight bar into any group which doesn't already have a TEMPLATE.STD file, and then pressing **C** to Create a new file.

When prompted for a name, press the **-** key to remove LocoScript's own suggestion; next, type in the name TEMPLATE.STD and then press **ENTER**. Then proceed as follows:

- ☐ At the Editing Screen, press Function Key **f2**.
- ☐ We are going to establish a completely new layout for the template, so select Change layout and press **ENTER**.
- ☐ Use Function Key **f1** to set suitable new margins as described in Chapter 10.
- ☐ Use Function Key **f3** to set suitable tab stops. If you are using a fully-blocked style, you will probably hardly need any tab stops at all. However, whatever type of layout you prefer, it's often a good idea to put a decimal tab stop about two-thirds of the distance between the margins so that you can line up any columns containing money values underneath it.

- ☐ Use Function Key **f4** to set the line-spacing and line pitch. Most letters use a line pitch of 6 lines per inch and single line-spacing, with an extra blank line between paragraphs.
- ☐ Use Function Key **f7** to give a name to the layout; call it **BASE** or some other suitable name.
- ☐ Use Function Key **f8** to set justification and the appropriate decimal and zero characters.
- ☐ When you've finished entering all the details, press **EXIT** to leave the Editing Layout Screen.

Putting in the text

You can now type in any text that you wish to appear in every letter which you write. Type it in just as you want it to appear in the letters, together with any underlining or bold type that you want.

Typical text to type in would include:

- ☐ Your address
- ☐ Your telephone (and fax number if appropriate)
- ☐ The salutation 'Dear Sir,'
- ☐ If you wish, you can also include the complimentary close ('Yours faithfully') at the foot of the letter.

Adding simple instructions

If a template is going to be used by many different people, it may be convenient to put instructions in it, such as **Type in the letter between the salutation and the close. These instructions will need to be deleted before the document is printed, of course. To make the instructions stand out, it's a good idea to highlight them using the Reverse option from the Style Menu.**

Finishing off

Press **EXIT** and save the new document. From now on, all the letters you Create in the group that has this TEMPLATE.STD in it will automatically use the layout and text that you have created.

If you ever decide to alter the TEMPLATE.STD that you have just created, remember that the changes won't affect any documents which you have already created in that group. However, any new documents which you create in that group will take on the altered settings.

Summing up

TEMPLATE.STD files enable you to make sure that all the documents subsequently created in a group will have the same margin, tab stop and other layout features as each other. They thus help you both to save time and to create consistent documents.

To create a TEMPLATE.STD file follow these steps.


- ☐ Create the file in the usual way, giving it the name TEMPLATE.STD.
- ☐ Set the appropriate tab stops, margin settings and other layout features.
- ☐ Add any text which should appear in all documents created according to that template.
- ☐ Save the template.

13

Using Stock Layouts

In this chapter you will learn how to use LocoScript 2 **stock layouts**; these are ready-made layouts which you can set up before you need them and then insert into your text as required.

The concept of stock layouts

In the last few chapters, we've seen how easy it is to create new LocoScript 2 layouts: all you need to do is to use the New layout or Change layout options which are shown on the  Layout Menu and then set the appropriate margins, tab stops and so on.

Once you've created a new layout, it's very easy to copy its (Layout) code within a document, so that the same layout can be used in more than one place.

However, this can lead to problems if you are working on a long document with several changes of layout; at the worst, you could end up with a dozen or more different layouts indiscriminately applied to different parts of your work.

A better approach is provided by LocoScript 2 **stock layouts**. These are layouts that you prepare before you need them, and then insert when required. Any document can have up to ten stock layouts, though you're unlikely to need so many.

Essentially, stock layouts are very similar to the layouts that you create with the `New layout` or `Change layout` commands. The chief differences are that they have numbers as well as names, and that you can only put 15 tab stops in them instead of the 30 tabs stops that you can use in a layout created by a `New layout` command.

Stock layouts 0 and 1

You have already been working with two stock layouts without knowing it. Stock layout 0 is the 'pagination layout', which controls the margins within which headers and footers are placed, and stock layout 1 is the 'base layout' which is automatically applied at the beginning of a new document — the fact that it is a stock layout is the reason why you can only put 15 tab stops into it.

(Headers and footers are text which is repeated at the top and bottom of every page, and which contain page numbers and other information. We shall look at headers and footers in more detail in the next chapter.)

Both stock layouts 0 and 1 can be changed directly by means of the normal layout editing techniques — indeed, you have already amended Layout 1 for the `TEMPLATE.STD` file you created in the previous chapter — but the other stock layouts numbered from 2 to 9 inclusive are edited in a different way, as described below.

Stock layouts in a `TEMPLATE.STD` file

You can change the stock layouts either for an ordinary document — in which case they will only apply to that document — or for a `TEMPLATE.STD`, in which case every document created according to the template will share the same stock layouts.

This can be particularly useful if you are writing a long work which is divided up into several chapters or sections, as the stock layouts

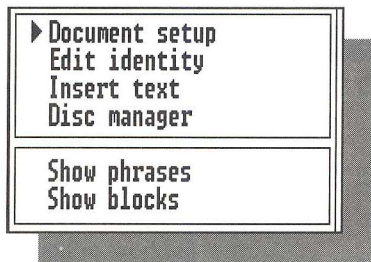
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provided in a TEMPLATE.STD are available to every document created in that group.

You would probably set up the stock layouts before putting any ordinary text in the document, but that isn't actually a requirement.

How to edit a stock layout

To edit a stock layout, display the document (or TEMPLATE.STD) to which the layouts will apply on the Editing Screen, and then press Function Key **[F1]** to pop down the Actions Menu. The highlight bar should already be on Document setup, so press **[ENTER]** to confirm it. After a short pause, the Editing Screen will be replaced by the Document Setup Screen shown below.



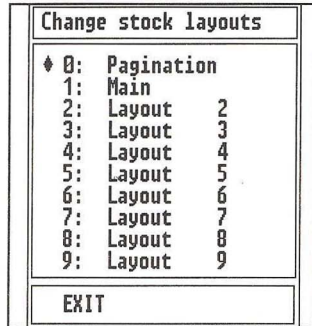
```
A:FIGFILE /FIVE      Document setup      Printer idle  Using A:  M:
Layout  0 Pi12  LS1 CR+0  LP6              Page ---- line --/54
f1=Actions f2=Layout f3=Style f4=Size f5=Page f6=Printing f7=Spell f8=Options EXIT
-----
-- end of header 1 : used for all pages -----
-- end of footer 1 : used for all pages -----
-- end of header 2 : used for no pages at all -----
-- end of footer 2 : used for no pages at all -----
```

The bars across the body of the screen are used to mark the limits of the text that can be optionally entered in headers and footers. We shall be working with these in the next chapter.

For the moment, press Function Key **[F2]** to call up the Layout Menu; take the highlight bar down to the Change stock layouts option and then press **[ENTER]** to confirm this selection. The Change Stock Layouts Menu shown on the next page now pops down from the Information Lines.

As you can see, the 10 possible stock layouts are listed both by number — from 0 to 9 — and by name.

When you are changing stock layouts, LocoScript 2 assumes that you will want to start with Layout 0 and then move on through each layout in turn until you have edited all of them, but because Layouts 0 and 1 can be edited directly (using the techniques we have already been using in previous chapters) we shall skip over them here. Instead, we shall create a new Layout 2. To do so, work through these steps in order:



- ☐ Select the layout you want to change by moving the highlight bar down to Layout 2 and pressing **ENTER**.
- ☐ You will be taken to an Editing Layout Screen which is almost identical with the one we met in Chapter 11.
- ☐ You can now set the margins, tabs and other features of Layout 2 in the usual way.
- ☐ It's especially useful to give each one of the stock layouts a name that reflects its purpose; to do this, press Function Key **f1**.
- ☐ When you have finished, move the highlight bar down to **EXIT** at the bottom of the Change Stock Layouts Menu and press **ENTER**. Then press **EXIT** to return to the Document Setup Screen.
- ☐ Now press **EXIT** again. You will be offered a choice between Return to Edit and Return to Start of Document; selecting the former will take you back to the position in the document at which you first pressed Function Key **f1**; selecting the latter will take you back to the beginning of the document.

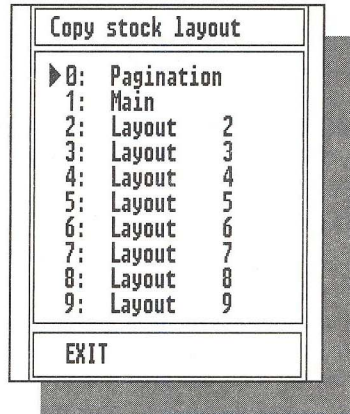
Copying stock layouts

When you are making changes to one of the stock layouts, it is often helpful to be able to use one of the other stock layouts as a starting point. This is done with the Copy Stock Layout Menu which is popped

down at the Document Setup Screen with Function Key **F5**.

You can use this menu to give you any one of the other stock layouts as a convenient starting point for your work.

If you are editing stock layout 4, for instance, and you know that some of the settings in stock layout 2 are very close to what you want, you could call up stock layout 2 up with the Copy Stock Layout Menu to give yourself a head start with your changes.



Of course, you won't be able to do this sensibly if you don't know what each of the stock layouts looks like, which is why it's so useful to give sensible names to each stock layout that you're working with.

Moving on to the next stock layout

When you've finished editing stock layout 2, press **EXIT** and you'll be taken back immediately to the Change Stock Layouts Menu that we have already seen on p. 13 - 4; you can now move the highlight bar down to the next stock layout you want to edit, or jump down to **EXIT** either with the **↓** key or by pressing **EXIT**; press **ENTER** to confirm your choice.

Going back to the Editing Screen

When you have set up as many stock layouts as you want and have left the Change Stock Layouts Menu by pressing **EXIT** and **ENTER**, you will be returned to the ordinary Document Setup Screen. To leave this and get back to ordinary document editing, press **EXIT** once more.

LocoScript 2 will display a short menu asking whether you want to return to editing or to return to the start of the document.

- ☐ If you select **Return to edit** you will be taken back to the point in the document that you were at previously.
- ☐ If you select **Return to start of document** the cursor will be placed at the beginning of the first line of the text.

How many stock layouts do you need?

Once you've got into the swing of setting up stock layouts, you can work through them at quite a pace, so it's a good idea to work out how many you're likely to need and then do them all together.

If you're creating a `TEMPLATE.STD` for letters, you're unlikely to need very many layouts. Stock layout 0 can often be left blank, since most letters don't use headers, footers or page numbers, and stock layout 1 has already been edited to create the base layout that each letter starts with. Perhaps one additional stock layout — to handle sections set in from both margins, for instance — is all that you're likely to need.

If on the other hand you're creating a template that will serve for a book or a lengthy report, remember that you will need to put headers and footers (including page numbers) in stock layout 0, and that you will certainly need a couple of layouts in reserve for the main body of the text.

For instance, you could use one stock layout, probably single-spaced and set in from both margins, for sections quoted from various sources, and another to provide the captions for figures and diagrams.

In addition, you will need to devise one stock layout for the title page, another for the table of contents and yet another for the index. It makes sense to plan all of these at the beginning, so that they are in the `TEMPLATE.STD` file before any of the text files are begun; in that way, all the details will be automatically available to all the documents created according to that template.

Making full use of the stock layouts

Once you have the stock layouts set up to your specifications, you can use them in a much more flexible way than the 'new layouts' we worked with in previous chapters.

Putting a stock layout into a document

To insert a stock layout in your text, work through the following steps:

- ☐ Place the cursor at the point in the document where the new layout is to take effect.
- ☐ Press **[+]** to call up the Set Menu.
- ☐ Take the highlight bar down to `Layout`, type in the number of the stock layout you want and press **[ENTER]**.
- ☐ A `(Layout)` code will be placed at the appropriate point in the text and the stock layout you have chosen will become effective at that point.

Quick tip

A faster way of inserting a stock layout is as follows:

- ☐ Press **[+]** **[L]** **[T]**
- ☐ Type in the number of the stock layout you want.
- ☐ Press **[ENTER]**.

Cancelling a stock layout

To cancel a stock layout, simply make the `(Layout)` code visible with Codes from the **[F8]** Options Menu and then delete it.

Changing and replacing layouts

Just as the **EXCH** key lets you work through a document automatically changing the words you've already written, so you can do almost exactly the same thing with your chosen layouts.

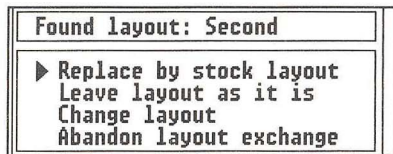
There are actually two ways in which you can do this:

- ☐ Layout exchange involves scanning through your work looking for every (Layout) code and altering it if required.
- ☐ Layout replacement exchanges every occurrence of a particular stock layout for an updated version of that same layout.

Layout exchange

To see how layout exchange works, carry out the following steps:

- ☐ Put on the Editing Screen any document which makes use of more than one layout, and position the cursor further up the document than the first (Layout) code; this is because layout exchange only works forward from the current position of the cursor.
- ☐ Tap Function Key **f2** to pop down the Layout Menu.
- ☐ Take the highlight bar down to Layout exchange and press **ENTER**.
- ☐ LocoScript 2 will then work through your text looking for a (Layout) code; it's not necessary for the code to be visible. When it finds one, it will show the Found Layout Menu.



- ☐ In the top line of the Menu is displayed the name of the layout which has been found. Beneath this are four options; you must choose one by placing the highlight bar over it and pressing **ENTER**.

- ☐ Replace by stock layout will put on-screen the Copy Stock Layouts Menu. Select a stock layout from this option and the existing layout will be replaced by the stock layout you have chosen, and the text between that point and the next (Layout) code will be relayed to match the new stock layout.
- ☐ Leave layout as it is will cause LocoScript 2 to continue to scan for other (Layout) codes, but will leave the current one unchanged.
- ☐ Change layout displays the Editing Layout Screen for you to make manual adjustments to the layout in just the same way as the Change layout command described in Chapter 10. When you have finished and pressed **EXIT**, the program will relay material between that point and the next (Layout) code to match the new layout you have created.
- ☐ Abandon layout exchange aborts the whole operation, leaving the (Layout) code which has just been found, and any others which are below it in the document, unaltered.
- ☐ You can also abort a Layout exchange by pressing **CAN** at the Found Layout Menu or by pressing the **STOP** key twice at any time.

More about exchanging layouts

Because Layout exchange works by reading through your document for (Layout) codes, it is fairly slow even when no changes of layout are made; if changes are required which involve substantial relaying of the text, it will be even slower.

Despite this, it is a far faster way of making general alterations to your layouts than any other method. It also has the advantage that all layouts are recognised, and not merely stock layouts. This makes it particularly useful for imposing consistent (stock) layouts on a document which was created without them.

Layout replacement

There are considerable differences between Layout exchange and Layout replacement:

- ☐ Layout exchange can be used with any kind of layout, but Layout replacement only works with stock layouts.
- ☐ Layout replacement only allows a specific kind of alteration to take place, namely swapping an old form of stock layout for a new form of the same stock layout. Its purpose is, therefore, to enable you to update the stock layouts in a document.

An illustration may make this clearer.

Imagine that you have created a long document using at some point a stock layout — call it stock layout 2 — which, among other things, set margins $1\frac{1}{2}$ ” from both edges of the paper. For some reason you have now decided that you want stock layout 2 to be changed so that the new margins are $1\frac{3}{4}$ ” from both edges.

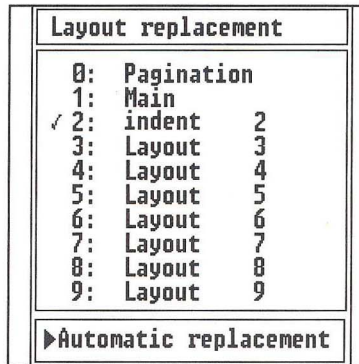
Although it's straightforward enough to make the necessary changes to the margins of stock layout 2 using `Document setup` from the Actions Menu controlled by Function Key $f1$, that won't affect all the places which were laid out with the original layout 2.

Layout replacement offers you a simple way of swapping all the occurrences of 'old' stock layout 2 with the corresponding 'new' version of the same layout. To use this option, proceed as follows:

- ☐ Make sure that the text cursor is higher up the document than the first occurrence of stock layout 2, since Layout replacement only works forward of the cursor.
- ☐ Tap Function Key $f2$ to pop down the Layout Menu.
- ☐ Take the highlight bar down to Layout replacement and press `ENTER`.

☐ LocoScript 2 will display the Layout Replacement Menu.

☐ To replace all instances of the 'old' stock layout 2 with the 'new' stock layout 2, move the highlight bar down to Layout 2 and press **(+)** to put a tick by the side of it. In one pass, you can replace as many 'old' stock layouts as you wish; just tick each one you want to change. (Be sure that you've ticked at least one layout, or LocoScript 2 will work doggedly through your document trying to change nothing at all).



☐ When you have selected all the stock layouts you want to update, press **(ENTER)** and the program will scan your document looking for all the stock layouts that have to be updated and relaying the text as required.


☐ If you want to abort a layout replacement in full flight, press the **(STOP)** key twice.

Summing up

Layout replacement is very powerful, but like Layout exchange it can be very slow if you are working with a long document, and especially if the new stock layouts are very different from the old so that there is a substantial amount of relaying to be done. You can speed things up a little by starting with the text cursor just above the first (Layout) code that you want to update, and stopping as soon as the last one has been updated.

Before you can successfully set up documents with LocoScript 2, you need to be clear in your mind how many stock layouts your work is

likely to need, and what the margin settings and line spacings of each stock layout will be.

When you're working on a document, it's best to use the stock layouts that are already set up than to create new *ad hoc* layouts as the need arises. If at some point you find that you need a new layouts that you hadn't previously planned, create it as a new stock layout rather than by using the New layout option from the  Layout Menu.

Remember that the use of stock layouts is a great aid to consistency in the presentation of your work, and that if the need arises you can automatically amend all your stock layouts and relay your work with the Layout update facility.

14

Headers and footers

In this chapter you will learn how to handle headers and footers, and how page numbers can be automatically inserted into them.

What are headers and footers?

Headers and footers are lines of text which are optionally inserted at the top and bottom of each page of your printouts; they include page numbers and sometimes chapter headings and other similar information.

You probably won't find much use for headers and footers if you use LocoScript 2 mainly for writing letters and similar short pieces, but if you use it for creating articles, reports, books manuscripts and other formal documents, you will often need to insert appropriate headers and footers into your work.

The margins, tab stops and other details for headers and footers are stored in the pagination layout — also known as stock layout — which we met in Chapter 13. Headers and footers can be reached in two different ways; in both cases, you must start at the Document Setup Screen which is reached by pressing Function Key **(f1)**, moving the

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highlight bar down to Document setup and pressing **ENTER**. The screen will then look like this:

A:FIGFILE /FIVE				Document setup				Printer idle				Using A: M:			
Layout		0 Pi12		LS1 CR+0		LP6		Page ----		line --/54					
f1=Actions				f2=Layout		f3=Style		f4=Size		f5=Page		f6=Printing		f7=Spell	
f8=Options				EXIT											
<div><div></div><div>0 1 2 3 4 5 6 7 8</div></div>															
— end of header 1 : used for all pages _____															
— end of footer 1 : used for all pages _____															
— end of header 2 : used for no pages at all _____															
— end of footer 2 : used for no pages at all _____															

It is at this screen that you will be able to type in whatever header and footer text you wish.

Organising headers and footers




Before you begin typing your header and footer text, you must first decide whether or not you want to have the same headers and footers on each page.

There are several reasons why this might not be desirable. For instance, it is unlikely that the first page of a document will have the same header as the others, and the footer on the final page is also often different. Another common arrangement calls for odd and even-numbered pages to have different headers and footers, so as to throw page-numbers to the outer edge of the pages when they are bound. If you look at the bottom of the pages of this manual, you will see that they have been treated in just this way.

If you don't want every page to have the same headers and footers, skip ahead to the section named **Different Header and Footer Arrangements**.

Putting the same headers and footers on every page

If the same headers and footers are to be used on every page, follow the steps outlined on the next page.

- ☐ Type in the header in the area above the line marked end of header 1 : used for all pages; the header can be more than one line long if you wish, though one line is usually enough.
- ☐ You can use all the usual features from the Style and Size Menus to enhance the header and footer texts; for instance, the text might be underlined or printed in bold letters.
- ☐ Press  (not ) to move the cursor to the line above the prompt end of footer 1 : used for all pages.
- ☐ Press  once to insert a blank line between the main text and the beginning of the footer.
- ☐ Type in your footer text.

Putting in page numbers

It's very probable that somewhere in your header or footer you will want to incorporate a page number, just as the footers do in this manual. Page numbering is much easier with a word processor than with a typewriter because you don't have to work out the page numbers for yourself — LocoScript 2 does this all automatically for you.

You can insert page numbers anywhere in your text using the techniques described here, though the headers and footers are the usual place for them.

You must make three choices before you can insert page numbers:

- ☐ Where in the Header or Footer will the numbers appear?
- ☐ How many spaces will be allocated to the numbers? This will depend on the number of spaces which the highest page-number will need.
- ☐ Are the numbers to sit on the right, the left or the centre of the space allocated to them?

A simple example

Imagine that you want to insert page numbers in the centre of each footer; that the numbers can occupy up to three spaces; and that numbers which are less than three characters long will be placed in the centre of the space allocated.

To do this, you would proceed as follows:

- ☐ Because the numbers are to be centred, select Centre from the Layout Menu popped down with Function Key **[f2]**. (If the numbers were to be right-aligned, you would have used the Right align option.)
- ☐ Type **[+]** **[P]** **[N]**, or select Page Number from the Set Menu. This inserts the special code (PageNo) into the document; when the document is printed out, the current page number will be printed instead of the code.
- ☐ If you wish, you can make this code visible on-screen with the Options Menu reached through Function Key **[f8]**.
- ☐ You must now type in a special code to show how much space you want to allocate to the page numbers, and how they are to be laid out in that space. We want the numbers centred in the space, and to leave sufficient space for up to three numbers, so type in ===.
- ☐ The '=' symbol is entered three times to show that sufficient space is to be reserved for three numbers. If you only wanted to allocate space for two numbers, with those numbers to be centred in the space, you would type in ==.
- ☐ If you wanted the numbers placed as far to the left of the available space as possible, you would type in '<<<'. If you wanted the numbers placed as far to the right of the available space as possible, you would type in '>>>'.
- ☐ If you only put in the (PageNo) code and omit the other symbols, the page numbers will not be printed.

Remember the symbols

It's important to remember how the page-number symbols work:

- ☐ The symbol < locates the page numbers to the left of the space provided.
- ☐ The symbol > places the page-numbers to the right of the space.
- ☐ The symbol = centres the page numbers.
- ☐ The number of times a symbol is repeated defines how much space the numbers will be allowed to occupy.

Specifying the final page number

Another page numbering option allows the number of the last page to be entered as well — 'last' in this case meaning 'final'. This permits such expressions as *Page 4 of 6* to be achieved without you having to do any counting.

To do this, proceed as follows:

- ☐ Pop down the Set Menu and select Last Page Number.
- ☐ Alternatively, use the shorthand key-strokes **[+]** **[L]** **[P]** **[N]**.
- ☐ The code (LPageNo) will be inserted into the header or footer.
- ☐ Add the appropriate number of <, > or = symbols after the code, or the last page number won't be printed.

Another example

To get an expression like *Page 4 of 22* centred into a footer, you would carry out these steps:

- ☐ Select Centre from the Layout Menu popped down with Function Key **[F2]**.
- ☐ Type in the word Page followed by a space.

- ☐ Type **[+]** **[P]** **[N]** to insert the (PageNo) code.
- ☐ Type in two < characters in order to force the page number to appear as far to the left of the available space as possible.
- ☐ Type in a space, the word of, and another space.
- ☐ Type **[+]** **[L]** **[P]** **[N]** to insert the (LPageNo) code.
- ☐ Type in two < characters in order to force the last page number to appear as far to the left of the available space as possible.

Different header and footer arrangements

If you don't want to have the same headers and footers on every page, pop down the Page Menu with Function Key **[f5]** and select Header/footer options. This will lead to this menu.

Header/footer 1 used for: ✓ all pages first page only all but last page odd pages
✓ First page header enabled ✓ First page footer enabled ✓ Last page header enabled ✓ Last page footer enabled
For one page document ✓ Use footer for first page ✓ Use footer for last page

Distributing headers and footers

The upper section of the menu lets you decide how headers and footers are to be distributed:

- ☐ All pages means that only header 1 and footer 1 will be used, and that the same footer text will therefore appear on every page.
- ☐ First page only means that header 1 and footer 1 will be used for the first page, while header 2 and footer 2 will be used for every other page.
- ☐ All but last page means that header 1 and footer 1 will be used for every page except the last, and that header 2 and footer 2 will be used for the last page.
- ☐ Odd pages means that header 1 and footer 1 will be used for the odd-numbered pages, and header 2 and footer 2 will be used for the even-numbered pages.

Any of these options except the first one will mean that you will need to type in text for all the headers and footers instead of just for the first one of each.

The options just described are mutually exclusive; select the one you want by moving the highlight bar to it and pressing **(+)**.

Enabling and disabling headers and footers

The middle part of the Header/Footer Menu allows you to use or not use headers or footers on the first and last pages of your document. In this way a journalist might, for example, put *More follows* (or the conventional *mf*) into his or her footers but ensure that this was automatically omitted from the footer on the final page.

The default is for headers and footers to be enabled for all pages. Select the options you want with the highlight and the **(+)** and **(-)** keys, or use the space bar to toggle from 'enabled' to 'disabled'.

One-page documents

Special arrangements apply to the footer (but not the header) which is used for documents that can be fitted onto a single page. In that case,

the first and last page are the same, and LocoScript 2 needs to be told which of the footer texts to use (assuming that they are different).

If you select `Use footer for first page` then the footer specified for the first page will be printed; if you select `Use footer for last page`, then the footer text that would have been used on the last page of a multi-page document will be printed.

A simple structure for headers and footers

As you can see, a very large number of different combinations of headers and footers can be arranged. However, for most reports and articles it will probably be enough to use header 1 and footer 1 for every page and to disable the first page header and the last page footer.

Then place the page number together with the title and the author's name or whatever other text is needed to identify the work into the header, and 'More follows' or 'Continues' or whatever other term you use into the footer.

Summing up

In this chapter, we have learned how to insert headers and footers into documents, and how to place automatic page numbers in them.

To enter a header or footer into every page of a document, proceed as follows:

- ☐ At the Editing Screen, press Function Key **(F1)** to call up the Actions Menu.
- ☐ Select Document setup.
- ☐ Type in the text of the headers and footers you require.

To enter automatic page numbers into a header or footer, follow these steps:

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- ☐ Place a (PageNo) code at the appropriate place in the header or footer, using either ☐+ ☐P ☐N or by choosing Page Number from the Set Menu.
- ☐ Type in the appropriate symbols after the (PageNo) code; === will leave space for up to three numbers, and will centre them in the available space.

15

Page Layout

In this chapter, you will learn how to set up different page layouts in LocoScript 2, as well as how to specify the use of different paper-sizes.

Setting up document policies

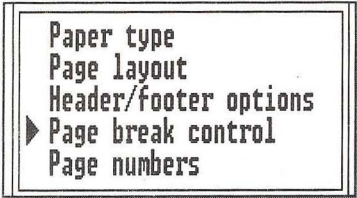
From the Document Setup Screen you can establish several policies which will govern the appearance of your document when it's printed out. These include:

- ☐ The location of page breaks.
- ☐ The amount of space to be allocated to headers, footers, and the main text.
- ☐ The paper size on which the document will be printed. (The paper size can also be changed at print-time, but the results may then not be quite what you want.)

Automatic control of page breaks

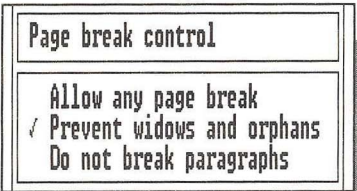
We have already seen that LocoScript 2 makes it possible to break pages manually, as well as to keep blocks of lines together. In addition to this, you can specify ground rules in the document setup by which all the automatic page breaks in your work will be controlled.

To do this, at the Editing Screen press Function Key **(f1)** to pop down the Actions Menu; then move the highlight bar down to Document setup and press **(ENTER)**. Then press Function Key **(f5)** to pop down the Page Menu.



A screenshot of the 'Page' menu in LocoScript 2. The menu is a rectangular box with a double border. It contains the following items: 'Paper type', 'Page layout', 'Header/footer options', '▶ Page break control' (which is highlighted with a right-pointing arrow), and 'Page numbers'.

Next, move the highlight bar down to Page break control and press **(ENTER)**. This will display the Page Break Menu.



A screenshot of the 'Page break control' menu. It consists of two stacked rectangular boxes with double borders. The top box is titled 'Page break control'. The bottom box contains three options: 'Allow any page break', '✓ Prevent widows and orphans' (with a checkmark), and 'Do not break paragraphs'.

This menu allows you to choose between the following options:

- ☐ Allow any page break
- ☐ Prevent widows and orphans.
- ☐ Do not break paragraphs.

Widows and orphans

Widows and orphans are single lines left at the bottom of one page or at the top of another. These generally look untidy, and certainly add nothing to the readability of a document. When the default option Prevent widows and orphans is selected, page boundaries are drawn so that such single lines are avoided.

Keeping paragraphs together

An alternative, especially where work is to be typeset and where complete clarity is therefore essential, is to avoid all paragraph breaks completely. If `Do not break paragraphs` is selected, any paragraph which would over-run a page boundary is automatically forced to the top of a new page. If you habitually write long paragraphs, this can result in substantial blank areas at the foot of some pages.

Breaks at any point

The remaining option, `Allow any page break`, simply breaks the page as soon as the correct number of lines has been filled. This makes the most economical use of paper.

Page breaks and paper sizes

Whichever policy you decide on for your page breaks, it will only be properly effective if you print the document on the correct size of paper. In reality, you can sometimes get away with a certain amount of fudging — work prepared for continuous computer stationery measuring 9½” by 11” will generally print quite satisfactorily on non-continuous A4 paper, for instance, although the reverse isn’t true — but obviously it’s best to plan your document around the specific paper size that you’re going to use for it.

As with other elements in document setup, you can come back and alter the set paper size later if you want, and the computer will recalculate all the page boundaries as necessary.

Choosing the paper type

So far, all the work you have done with LocoScript 2 has been on standard A4 paper. The program comes configured to handle various different standard paper sizes, including at least A4, A5 and continuous computer stationery measuring 9½” by 11” — this is the sort which comes with a tear-off strip with sprocket holes down each side.

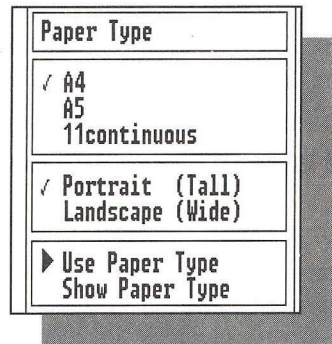
If you want to use some other kind of paper, you will have to tell the program all about it, and the way in which this is done is described in detail in Chapter 16. For the moment, we assume that the document you are setting up is to be printed on one of the 'standard' sizes.

Choosing the paper type

To select the paper size you want from the Page Menu, move the highlight bar up to **Paper type** and press **ENTER**. The computer will respond by showing you the Paper Type Menu.

Your version of LocoScript 2 may have other paper types instead of or in addition to those shown here.

The top part of the menu allows you to choose between whatever types of paper your version of the program already 'knows' about; make your selection with the highlight bar and the **+** key, or cycle between the different types with the space bar.



Horizontal and vertical formats

If you select one of the single-sheet paper types, you can choose between landscape (horizontal) and portrait (upright) modes. Most work is done in portrait mode, so this is the default. Continuous paper can only be fed into the printer in one direction, so if you select this you will not be able to choose between the two modes.

Adjusting the top and bottom margins

Although you have now set the paper size, there is obviously a certain amount of leeway about the way in which it will be used. If you take the highlight bar down to **Show paper type** and press **ENTER**, you will be shown the menu printed on the following page.

On this menu are shown the salient features of the paper size you have chosen. Most of the time you will not want to change any of these details, but it will be necessary to do so if you are using special continuous A4 paper, for instance.

Continuous stationery

If you are using what is sometimes called ‘fan-fold’ continuous paper, make sure that **Continuous stationery** is selected. This is the default option for 11” continuous paper (and sticky labels, if your version of LocoScript 2 ‘knows’ about them) but not for A4 and A5. However — particularly for mail-merge work — many people now use the continuous-form A4 paper available from specialist computer suppliers, as this has the advantages of not needing to handle single sheets and yet looking just like ordinary letter paper.

Paper: A4	
✓ Single sheet Continuous stationery	
Height	70
Width	50
Top gap	6
Bottom gap	3
✓ Ignore paper sensor	

Paper height

The height of the paper is measured in lines; you may remember that work is usually printed to a pitch of 6 lines per inch, so A4 paper is the equivalent of 70 lines of print and A5 is the equivalent of 50 lines.

Paper width

If you are using individual sheets, a figure is given for paper width; like height, this is measured in lines. This may seem strange until you realise that this takes account of using it in landscape mode. For instance, A4 paper is $8\frac{1}{3}$ ” wide and thus has a nominal width of 50 lines.

You can change the dimensions of both the height and width by positioning the highlight on them, entering new values and pressing **ENTER**, but there isn’t a great deal of point in doing so as the limits are physically set by the paper.

Left offset

If you are using continuous form stationery, you will be asked for the left offset instead of the paper width. The left offset is the amount of space which you want to leave blank between the position of the print head when located as far to the left as possible and the position at which the leftmost column of printing will begin. The default is 0, but if you use a different printer than the one supplied you may need to specify a value up to 8 to 10; too large a number will make the printing spill over the right margin of the paper.

Margins

A margin is conventionally left at the top and bottom of each printed sheet. This is essential anyway if you are using single sheet stationery, but if you are using some form of continuous stationery the only absolute requirement is that you should avoid printing on the perforations between the sheets.

If you want to change any of the default values, take the highlight bar down to the row you want to alter, type in the new value, and press **ENTER**. Remember however that very small top and bottom margins can cause problems when handling single-sheet paper.

When the sheet feeder is fitted, the Top Gap must be at least 1".

Paper-out sensor

The printer supplied with your PCW9512+ has a 'paper out' sensor which will warn you when there is no paper in the printer. This is always enabled when you have the sheet feeder fitted to the daisy-wheel printer.

If for any reason you're using single sheet stationery without the sheet feeder, it's best to make sure that `Ignore paper sensor` is set. This will prevent LocoScript 2 from telling you that you're running out of paper before the bottom of each sheet is reached.

However, it is essential that the paper out sensor should not be disabled if you are using continuous form stationery, as otherwise you might stroll away for a cup of coffee, leaving the printer working away happily, and only discover on your return that it has run out of paper half way through the job and then printed the rest of your work on the platen.

Take the highlight down to Ignore paper sensor and press the space bar to toggle from selected to deselected or *vice-versa*.

When you have made any adjustments which you consider necessary, confirm them with **ENTER**. You will be taken back to the Paper Type Menu. You should now move the highlight to Use Paper Type and press **ENTER**.

Organising the page structure

Now that you have established the size of paper which you are going to use, you must tell LocoScript 2 how it is going to be divided up — that is, how much of it will be used for the headers and footers, how much for the page body and so on.

To do this from the Page Menu, move the highlight to Page layout and press **ENTER**, and you will be offered the Page Layout Menu.

This is rather an unusual menu, as part of it actually represents the shape of a printed page. Also, not all of the values in it can be altered; for instance, Top gap and Bottom gap have already been established, and cannot be changed here; and Page body is reached by subtracting the gaps and the header and footer zones from the total page length.

What you *can* alter is the amount of space given to the headers and footers. By now you should have already

Page layout	
Top gap	6
Header zone	0
Page body	61
Footer zone	0
✓ Fixed footer zone Floating footer zone	
Bottom gap	3
Paper length	70

established just what you want to put in the headers and footers, so you will know whether the space allocated is going to be enough for your purposes; if not, you can increase the appropriate zone, though this will obviously mean that there will be less space for your text on the body of the page.

Alternatively, you can reduce the size of the header and footer zones. If you are using footer text, don't be tempted to reduce the footer zone to less than two lines, as this would cause your footer text to be printed immediately underneath the last line of ordinary text. If you have decided not to have any headers or footers, you can reduce both the header and footer zones to zero, and correspondingly increase the amount of room for text on every page.

When you have entered a new value, press **ENTER** to confirm it before moving the highlight to any other part of the menu.

Fixed and floating footers

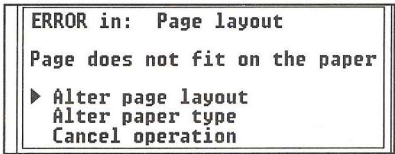
Although a certain amount of space is allocated to the body of the text on every page, there will be circumstances under which it will not all be used. If, for instance, you have said that you don't want paragraphs to be broken between pages, one effect of this will be that there may be large blank areas at the bottom of some pages; and on the last page of a document there may well be a substantial amount of white paper at the bottom of the ordinary text.

If you select `Fixed footer zone` — which is the default — then, regardless of how much white paper is left at the end of the regular text, the footer will always be printed in the same position on the page; if you select `Floating footer zone`, the first line of the footer — which should normally be a blank — will follow immediately after the last line of text. Decide which you want and choose accordingly with **+** or **-** or the space bar.

Errors in page layout

If you have been careful in laying out the pages you are unlikely to have any problems, but the possibility does exist that you may have set an impossible page layout.

For instance, you may by mistake have set header and footer zones that are so large that there is no room left for ordinary text. If LocoScript 2 detects a mistake of this sort, it will display a warning. You must then either select any of the following steps:



ERROR in: Page layout
Page does not fit on the paper
▶ Alter page layout
Alter paper type
Cancel operation

- ☐ Choose a different paper type with Alter Paper type.
- ☐ Correct the errors with Alter Page layout.
- ☐ Abort the whole operation.

Giving a number to the first and last page

The final choice on the Page Menu calls up the Page Numbers Menu. This allows you to stipulate the number which will be given to the first page of your document as well as the highest page number in a document.



Page numbers

First page number 1
Total pages ???

This is useful for those situations where a document either doesn't start with page 1 — because the document is actually Chapter Two of a book, for instance — or where it doesn't include the highest numbered page because one or more documents come after it. Even then you needn't fill in the highest number unless you have used the (LPageNo) code somewhere.

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Type the numbers in here and then confirm them by pressing the **ENTER** key. Remember, though, that if you subsequently go back and re-edit your work, the numbers in here may no longer be correct.

Finally, when you have worked your way completely through the Page Menu, move the highlight bar down to **EXIT** and press **ENTER**. You have now set all the necessary information for LocoScript 2 to know what paper you will be using for documents created according to the **TEMPLATE.STD** you are building.

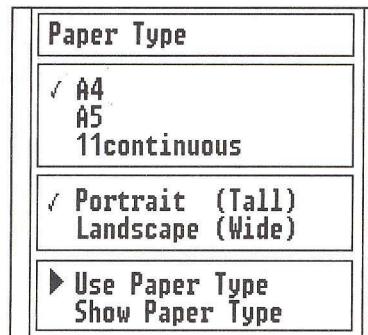
Printing on non-A4 paper

Even if you have decided to print your document on non-A4 paper, the printer still 'believes' that the default A4 paper has been loaded. This is because it has no way of automatically sensing the kind of paper you have put in, and so assumes that you will be using the default unless you specifically tell it differently. You can do this in either of two different ways:

- ☐ Specifying the paper size before printing.
- ☐ Specifying the paper size at print-time.

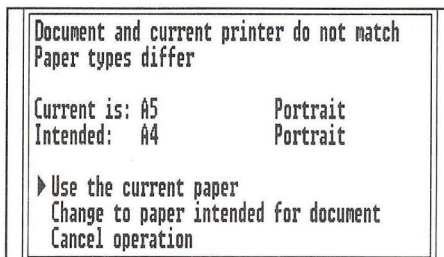
The first way of telling the printer about the paper you are loading is by pressing the **PTR** key at the Disc Management Screen and then pressing Function Key **F3** to pop down the Paper Menu.

Use the highlight bar and **+** or **-** to select the size and mode (landscape or portrait) of the paper you are going to use and confirm it with **ENTER**. Then press **EXIT** to leave the Printer Screen. The printer will then 'know' what sort of paper you are going to load.



Specifying the paper size at print-time

The second way of telling the printer that you have inserted a different paper from the default A4 is at the Disc Management Screen after you have pressed **P** to print the document. If LocoScript 2 believes that the printer is loaded with one type of paper but that the document was set up for a different size, it will warn you of this with this menu.



You have three choices at this menu:

- ☐ You can print on the current paper.
- ☐ You can change to the paper for which the document is set up.
- ☐ You can abandon the printing altogether.

Using the 'wrong' paper

Suppose that a document is set up to print on A5 paper, but that you have actually loaded A4 paper into the printer. If you accept *Use the current paper*, which is the default option, every A4 sheet will have only as much printed on it as would have fitted on the A5 that the document was set up for.

This sort of fudge may sometimes be acceptable; for instance, the paper which you are using may be very close in size to that for which the document is set up; or perhaps you want to print material which will later be photo-copied onto A5 paper, but don't want to actually buy the correct paper.

However, difficulties will arise if the document is set up for paper which is longer than that which is actually loaded — printing an A4 document on A5 paper, for instance, is guaranteed to cause you problems.

In such a case, LocoScript 2 will fill the first A5 sheet with as much material as will fit on it and will then print the remainder of the first (A4) page on the top of the second (A5) sheet, leaving the remainder of that sheet blank; then it will print the beginning of the second (A4) page of the document on the third sheet of A5 and so on.

You probably won't want this, so if you have to use a smaller sheet size than that for which the document was set up, it's best to go back and set the document up for the paper you are actually going to use.

Changing to the 'right' paper

If you select *Change to paper intended for document*, the printer will believe that you have now loaded the paper specified in the document setup, and will print accordingly.

Setting a different paper default

If you regularly use a paper size or format other than A4 portrait, you will probably find it something of a nuisance to keep having to tell the printer that it isn't using the A4 that it expects. Just as you can set up a document to use a page size other than A4, so also you can tell the printer that there will be a different paper default. The steps you must take are as follows:

- ☐ Start at the Disc Management Screen with your Start of Day Disc logged into Drive A.

- ❑ Press Function Key **F6** to pop down the Settings Menu printed on the right. This is a very important menu because with it you can change very many of the default settings which are automatically applied when you boot LocoScript 2, and of which the default paper size is one example. Details of all these defaults are kept in the SETTINGS.STD file which must be in group 0 of the Start of Day Disc. What we are in effect doing now is editing this file.

Move the highlight bar down as far as **Printer defaults** and press **ENTER**. The Printer Defaults Menu printed on the right will pop down from the Information Lines.

- ❑ Take the highlight bar down as far as **Default paper type** and press **ENTER**; the paper sizes which LocoScript 2 already knows about will be shown on the Default Paper Type Menu shown below and to the right.

- ❑ Move the highlight bar down to the paper size that you are specifying as the new default and press the **+** key.

◆ New Paper Type Paper Types
New Character Style Character Styles For Character Set Standard For Printer MATRIX
Standard Printer Printer Defaults
Write SETTINGS.STD EXIT

Printer Defaults
Defaults for Printer MATRIX
◆ Default Paper Type A4
Default Style Standard PS Default Set Standard Printer Options
EXIT

Default Paper Type
✓ A4 A5 11continuous
✓ Portrait (Tall) Landscape (Wide)

- ☐ You can also change the format from portrait to landscape, if you wish.
- ☐ When you have finished setting the new default paper type, press **ENTER** and you will be returned to the Printer Defaults Menu.
- ☐ Press **EXIT** or take the highlight bar down to **EXIT** at the bottom of the menu, and then press **ENTER**. You will then be taken back to the Settings Menu at which the whole business started.

Saving the new default paper details

Although you have now finished setting the new paper default, you should now record the changes on the **SETTINGS.STD.** file on the Start of Day Disc so that they will automatically be used next time you boot LocoScript 2. If you don't do this, all the changes you have now made will be forgotten the next time you use LocoScript 2.

To do this, take the highlight bar down to **Write SETTINGS.STD** and press **ENTER**. You will be offered an opportunity to do this right away; press **ENTER** and the new default paper size will be saved into the **SETTINGS.STD** file, and the next time you boot LocoScript 2, your new choice of paper size will be the default.

If for some reason you choose not to save the new settings now, take the highlight bar down to **Leave it to be written later** and press **ENTER**. Later, when you are ready to record the changes, press Function Key **F6** at the Disc Management Screen and choose **Write SETTINGS.STD.**

Remember that what you have just done will have no effect on the paper size that will be assumed when you create a new document; that is controlled by the document setup details in the new document itself or in the **TEMPLATE.STD** which governs the group in which the document is being created. The printer, however, will now expect to be loaded with the paper size and format that you have specified as the new default; of course, you can still change this to something else either at print time or earlier if you wish, as described above.

Page and sheet sizes

The important point in all this is that LocoScript 2 deals in two different commodities: the printer handles sheets of a particular size, relying on you to tell it if anything other than the default A4 has been inserted; the document is laid out in pages according to the size specified in the document setup. If page and sheet sizes don't match, LocoScript 2 will tell you so, and allow you to choose the solution that you consider best.

Summing up

To change the way in which text is broken at the end of a page, follow these steps:

- ☐ At the Editing Screen, press Function Key **[f1]** to pop down the Actions Menu.
- ☐ From the Actions Menu, select Document setup.
- ☐ Press Function Key **[f5]** to pop down the Page Menu.
- ☐ At the Page Menu, select the option which you wish to use.

To change the amount of space allocated to headers, footers and main text, follow these steps:

- ☐ At the Editing Screen, press Function Key **[f1]** to pop down the Actions Menu.
- ☐ From the Actions Menu, select Document setup.
- ☐ Press Function Key **[f5]** to pop down the Page Menu.
- ☐ At the Page Menu, select Paper Type.
- ☐ Set the values which you wish to use.

16

New paper sizes

In this chapter, you will learn how to tell LocoScript 2 about a new paper size.

Installing a new paper size

Although LocoScript 2 recognises several common paper-sizes, including A4 and A5 single sheets and 9 $\frac{1}{2}$ '' by 11'' continuous-form paper, it's not impossible that you might find that you occasionally need to tell it about a new paper size which it doesn't know about.

For instance, you may use non-standard sizes for memoranda or for other special purposes; or you may want to use continuous sticky labels, which are produced in a very wide range of formats. LocoScript 2 allows you to use to ten different paper-sizes altogether

Teaching LocoScript 2 about new paper sizes involves making alterations to the SETTINGS.STD file which must always be on group 0 of the Start of Day Disc; we first met this file in Chapter 15 when we 'taught' the printer to expect a different paper-size from the default A4.

Checking the new paper-size

Before you can begin to tell LocoScript 2 about the new kind of paper, it's best to first jot down its salient details. The most important points to establish are the following:

- ☐ Is the paper continuous-form or single-sheet?
- ☐ How high is the paper in nominal lines? (inches multiplied by 6)
- ☐ How wide is the paper in nominal lines?
- ☐ How big will any top and bottom margins be?

An example

If you need to keep names and addresses and other similar information in printed or written form, one of the simplest ways of doing so is to use the special continuous-form rotary cards which can be bought from office stationers; we shall now tell LocoScript 2 about the existence of such rotary card stationery and store the new information about it in the SETTINGS.STD file. If you don't envisage using cards like these, you can simply adapt the information printed here to suit other paper sizes and types.

Details of the rotary cards

Referring back to the check-list given above, details of the rotary cards are as follows:

- ☐ They are continuous form documents, with sprocket holes down each side.
- ☐ The distance between the top of one card and the top of the next is 4"; at 6 lines to the inch, this is a nominal height of 24 lines.
- ☐ The cards are $2\frac{1}{8}$ " wide; this is equivalent to a width of 12 lines.

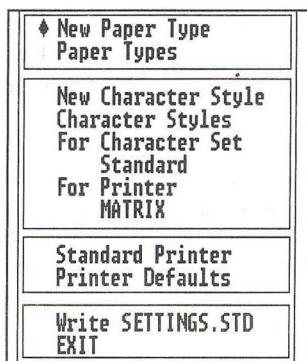
- ❑ There should be no top margin. However, because the cards have two cutouts at the bottom which allow them to be held securely in a file-drawer, there should be a bottom margin of about $\frac{1}{2}$ " to ensure that no printing takes place in this area.

To put this information into the SETTINGS.STD file so that LocoScript 2 will know about this kind of stationery, work through the following steps:





- ❑ Start at the Disc Management Screen with the Start of Day Disc logged in to Drive A.

- ❑ Press Function Key **F6** to pop down the Settings Menu. The highlight bar should already be on New Paper Type, so press **ENTER**.

- ❑ When the Paper Menu appears, you will see that the slot at the top contains the name of the current default paper type; this will normally be A4 unless you have specified a different default paper type as described in the last chapter.




- ❑ With the highlight bar still in the top slot of the Paper Menu, remove the name of the current default paper type either by pressing **DEL→** repeatedly or by tapping **-**.
- ❑ Type in the name you have chosen for the new paper type; we have used the name CARDS. LocoScript 2 refers to paper types by the name which they are given in this menu, so you can't choose a name which has already been used for an existing paper type.
- ❑ If you only want to change the details of an existing paper type, rather than to create a completely new one, follow the instructions in the section on page breaks and paper sizes in the previous chapter.

- ☐ Use the  key to move the highlight bar down the menu to the next box and select Continuous stationery by pressing the .
- ☐ Set the height (24) and press  after the number.
- ☐ As you have chosen Continuous stationery, you can't put in a value for the width. Instead, you must say how large the left offset ought to be; this is the space between the leftmost position of the print head and the position where printing should actually begin, and will usually be 0, though you may need to set it to some higher value if the printer begins printing on the sprocket strip at the left of the cards.
- ☐ Move the highlight bar down again to set the top gap (zero) and the bottom gap (3); this will ensure that the printer doesn't try to print across the slots in the bottom of the cards.
- ☐ Make sure that Ignore paper sensor is deselected; otherwise you may have difficulties if your cards run out in the middle of a print-run and you aren't on the spot.
- ☐ Move the highlight bar down to Create new Paper Type and press .
- ☐ You will now be taken back to the Settings Menu. If you have other paper types that you want to tell LocoScript 2 about, select New Paper Type again and repeat the steps outlined above.

Saving the new paper-type

When you have input the details of all the new paper types you need, you will have to save them into the SETTINGS.STD file in group 0 of the Start of Day Disc, so that the new paper types will be available to you when you boot LocoScript 2 in the future. Follow the following steps to do this:

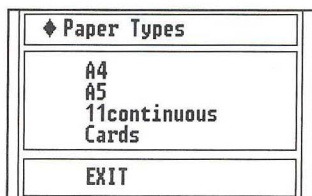
- ☐ Take the highlight bar down to Write SETTINGS.STD at the bottom of the Settings Menu and press .

- ❑ You will be given the choice of saving the new settings right away or of doing so later; obviously it is best to do this before you forget, as otherwise all your work will be lost. The new settings will then be stored on the disc.

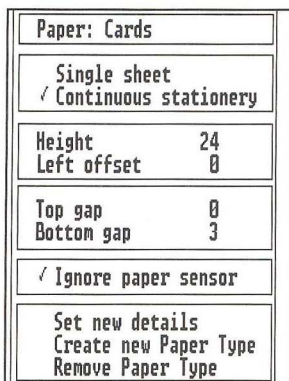
Removing a paper type

You may occasionally need to remove one or more paper types from the list of those that LocoScript 2 knows about, perhaps to make room for a new paper type. Once again, you start from the Settings Menu on the Disc Management Screen, and with the Start of Day Disc in Drive A. Then follow these steps:

- ❑ At the Settings Menu, move the highlight bar down to Paper Types and press **ENTER**. A list of all the current paper types will be shown.



- ❑ Move the highlight bar down to the name of the paper which you wish to remove and press **ENTER**.
- ❑ When the Paper Menu appears, move the highlight bar down to Remove Paper Type and press **ENTER**. You will be taken straight back to the Paper Types Menu, but the name of the type which you have removed will no longer appear on it.
- ❑ If you wish, you can now remove any other types in the same way.
- ❑ When you have taken off all the types that you wish, take the highlight bar down to **EXIT** by pressing the **↓** key, or by tapping **EXIT**, and then pressing the **ENTER** key.



- ☐ You will be returned to the Settings Menu. Save the new details to the SETTINGS.STD file on the Start of Day Disc.

Summing up

Before you can install or remove a paper type, you must have the Start of Day Disc in Drive A; this will have the file SETTINGS.STD in Group 0. Then carry out the following steps:

- ☐ From the Disc Management Screen, pop down the Settings Menu which is called up from the Disc Management Screen by pressing Function Key **F6**.
- ☐ Select the New Paper Type option.
- ☐ Type in the name of the new paper type.
- ☐ Enter the details of the new margins and other features.
- ☐ Select Create new Paper Type.
- ☐ Write the new details to the SETTINGS.STD file.

17

Using different character sets

In this chapter you will learn how to access the very large character set provided in LocoScript 2, including foreign accents. You will also learn how to save and load text in ASCII format; this makes it possible to transfer data between LocoScript 2 and programs running under the CP/M operating system.

Using different character sets

The **character set** of a computer or word processor is simply the list of all the different letters, numbers, punctuation marks and so on that it can produce. On an ordinary typewriter, the extent of the character set is obvious enough — if a character is shown on one of the key-tops, then it's part of the machine's character set — but with LocoScript 2, the situation is much more complicated.

LocoScript 2 has no less than four main character sets:

- ☐ Mathematical and typographical symbols.
- ☐ An English version of the 'Roman' character set, including the familiar punctuation marks. This is the set you normally use.

- ☐ A Cyrillic alphabet for Russian, Ukrainian and certain other eastern European languages.
- ☐ A Greek alphabet suitable for both modern and classical forms of the language.

All these characters are available simultaneously, so that you can type Greek or Russian text in the middle of English or French if you wish.

When LocoScript 2 is booted, it assumes that you will be using the English character set; the other sets are reached by means of special **super shifts**; these consist of pressing the **ALT** key at the same time as one of the function keys. We can think of all the characters not depicted on the key-tops as forming the **extended character set**.

Using the extended character sets

The super shifts and their effects are as follows:

- ☐ For the Greek character set, press **ALT**/**f3**. The message Gre will be displayed at the right of the Information Lines.
- ☐ For the Cyrillic character set, press **ALT**/**f5**. The message Cyr will be displayed at the right of the Information Lines.
- ☐ For the symbol set, press **ALT**/**f7**. The message Sym will be displayed at the right of the Information Lines.
- ☐ To return to the standard English character set, press **ALT**/**f1**. No special message will be displayed.

Finding the characters you need

The following notes should help you to find the most useful key-combinations:

As far as possible, the characters which are produced when you are in the Greek and Cyrillic super shifts are equivalent to the English

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characters shown on the key tops; thus in the Greek set, α is produced by tapping **A**, β by pressing **B** and so on.

Most of the punctuation symbols are unaffected by the super shifts.

Using accents

LocoScript 2 can reproduce 16 different accents, and these can be applied to any printable character. They are reached by holding down the **EXTRA** key while tapping another key. The full list is as follows:

/'	Acute	EXTRA + E
`	Grave	EXTRA + T
^	Circumflex	EXTRA + U
"	Umlaut or diaeresis	EXTRA + W
ˇ	Caron or hacek	EXTRA + I
.	Dot	EXTRA + Q
~	Tilde	EXTRA + P
˘	Breve	EXTRA + S
¨	Double acute	EXTRA + R
ˆ	Ring	EXTRA + A
—	Macron	EXTRA + Ø
˝	Double grave	EXTRA + Y
¸	Cedilla	EXTRA + D
˛	Ogonek	EXTRA + F
ˆ	Latvian tail	EXTRA + G
/	Stroke	EXTRA + /

When one of the 16 accent symbols has been placed on the screen, the cursor doesn't move on to the next character, but remains in the same place so that you can type in the letter that accompanies the accent. Once this has been done, the character and the accent are treated as a single symbol for the purposes of deletion. *Remember that you must type the accent first and its associated letter second.*

Although the accents will appear correctly on-screen, they will only be printed if the correct print-wheel has been inserted and the program 'knows' which print-wheel is in use; this procedure for doing this is described in Chapter 18.

Using English characters from inside another character set

All the English characters can be reached from any of the other character sets without needing to return to the full English set by pressing **ALT**/**f1**. Simply hold down **ALT** at the same time as you press another key and the English character shown on the key top will be printed.

Using 'Extra' characters

As well as the special alphabets accessed by the super shifts, a number of useful additional characters can be by holding down **EXTRA** while tapping one of the ordinary alphanumeric keys. Characters produced in this way include the various accents described above and a few other symbols, mostly mathematical signs such as ' π ', produced by the combination **EXTRA**/**L**, and '+', created by **EXTRA**/**Z**.

All the symbols produced by holding down the **EXTRA** key and pressing another key at the same time can be produced in exactly the same way whether you are using the English, Greek or Cyrillic character set.

The 'Alt' characters

The final group of characters is produced by holding down **ALT** and tapping one of the other keys. Some of these characters are relatively common non-alphabetical symbols, such as the copyright symbol '©', reached by pressing **ALT**/**C**, while others are peculiar to individual languages, like Turkish Dotless-i.

The characters reached by combinations involving the **ALT** key can only be accessed when the program is in the normal English mode; if you need one of these characters when have 'supershifted' to the Greek or Cyrillic character sets, you will have to return to the English set by pressing **ALT**/**f1** first.

When you can and can't use the extended character set

Although you can use the extended character set freely inside documents, there are some places where they aren't allowed. In particular, the names of files, discs and groups can only consist of English letters — which are automatically converted to upper case — numbers and a few punctuation marks (which are not normally used anyway). Basically, you are restricted to a subset of the standard ASCII character set described below.

You have more freedom about the characters you can use in layout names, paper types and character styles. In these special cases, you can use almost all the available characters, including accented letters, but not the Cyrillic alphabet or some of the mathematical symbols.

A simple rule is that if only eight characters are allowed, you are restricted to ordinary letters and numbers; if twelve characters are permissible, then you can use the wider range. You can use the complete LocoScript 2 character set in Find and Exchange operations.

Printing the extended character set

Unless you have a suitable print-wheel fitted to the daisy-wheel printer that accompanies your PCW9512+ computer, there is no guarantee that you will easily be able to print any character other than the limited range known as **printable ASCII characters**; this term is explained in the next two sections. This is because it would be quite impossible to place all the characters in the LocoScript 2 extended character set on a single wheel.

Transferring data between programs

As long as LocoScript 2 is the only program you use, you do not need to worry about ways in which data can be transferred between one program and another. If this is your situation, you may prefer to skip this section.

If, however, you expect to want to transfer information between different programs, you need to understand something about the restrictions which this will impose upon you, and especially about the ASCII character set.

Virtually all personal computers understand and use the same basic character code, known as **ASCII** and pronounced ‘Askey’. The initials stand for the *American Standard Code for Information Interchange*, and the ASCII code is one of the few really universal standards in personal computing.

In ASCII, each printable character is assigned a number, ranging from 32 (a space) up to 127 (usually printing as a blank, but often called Delete). Numbers below 32 are **control codes**, used for such purposes as ringing a bell on the printer, sending the carriage to the start of a new line and so on.

Although this limited character set was quite acceptable in the early days of computing, it seems very restrictive today. Indeed, because it’s an American code it doesn’t even make provision for the ‘£’ symbol.

Despite these limitations, the fact remains that if you want to interchange data between one program and another — for instance, between LocoScript 2 and a spreadsheet or database program running under the CP/M operating system — that data will almost invariably have to be cut down into ASCII format before it can be transferred.

When you take text from LocoScript 2 so that it can be used by some other program, you are said to **export** it. It’s also possible to take ASCII text which has been prepared by some other program and **import** it into LocoScript 2.

Converting a LocoScript 2 file into ASCII format

LocoScript 2 files contain several different types of data, as listed on the next page:

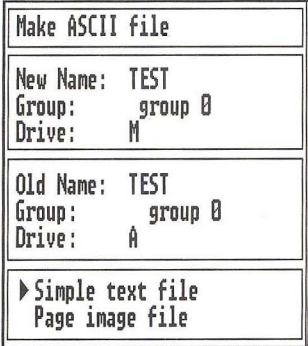
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- ☐ Ordinary ASCII codes, representing letters of the English alphabet, the most common punctuation marks, etc (but not the '£' symbol).
- ☐ Non-ASCII codes, representing mostly foreign characters.
- ☐ Information about document layout, tab stops and similar details.
- ☐ Codes which turn enhancements such as bold or italic type on and off, or which change line-spacing and pitch, etc.

When you convert a file to ASCII format, only the first type of data is converted; everything else is simply lost in the conversion. However, this doesn't affect the original file. This is because converting a LocoScript 2 file to ASCII format actually involves creating a new copy in ASCII format of the original file; the LocoScript 2 file will still exist unchanged after you have finished.





To convert a file, carry out the following operations:

- ☐ At the Disc Management Screen, put the lower highlight bar on the name of the file which you wish to convert to ASCII format.
- ☐ Press Function Key **F1** to pop down the Actions Menu.
- ☐ Put the highlight bar on Make ASCII file and press **ENTER**.
- ☐ Use the lower highlight bar to select the destination group for the converted file. *This should always be Group 0 if you want a CP/M program to be able to access the file easily.* Then press **ENTER**.
- ☐ The Make ASCII File Menu will appear on the screen. The new file-name and group are displayed at the top of the menu, and the old file-name and group are shown lower down.





Make ASCII file	
New Name:	TEST
Group:	group 0
Drive:	M
Old Name:	TEST
Group:	group 0
Drive:	A
▶ Simple text file	
Page image file	

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- ❑ If you wish to change any of the file details in the menu, press  to take the highlight bar down to the appropriate line, and then edit the details in the usual way.
- ❑ If you want to create a **simple text file**, press . If you want to create a **page image file**, press the  key to take the highlight bar down to Page image file and then press . (The different types of file are described in the next section.)
- ❑ The file conversion will then take place.

Types of ASCII file

LocoScript 2 can create two different types of text file.

- ❑ Simple text files lose all the formatting of the original file, except that the places where  and  were pressed will still be marked; thus paragraph divisions will still be apparent, but margin and page settings and the boundaries between individual lines will be lost.
- ❑ Page image files keep as far as possible the line and page-breaks of the original document.

Which of the options you should choose depends on what you are going to do with the converted file. If you are going to paste it into a spreadsheet program, for instance, you will probably want it to look as much like the original document as possible, and so you should choose a Page image file; if you are going to import it into a different word processing program that will have to make it fit it between its own margins, you should create a Simple file.

Characters that won't convert to ASCII

Because of the limitations of ASCII, there are a whole range of LocoScript 2 characters that won't produce meaningful codes; in particular, work written using the Greek, Cyrillic and Symbol super shifts won't translate meaningfully into ASCII. For most purposes this isn't much of a limitation, though you may find it annoying when you

try to insert text including non-ASCII mathematical symbols, for example, into a spreadsheet.

Importing ASCII files into LocoScript 2

Just as you can convert a LocoScript 2 file into ASCII format and insert it into another program, so also you can take an ASCII text file prepared by another program and paste it into a LocoScript 2 document.

The first step is to convert the file from whatever format the other program uses into ASCII; you will have to read the documentation that comes with that other program in order to do this. Some programs have direct commands to enable text to be saved in ASCII format, and often these are very straightforward to use.

LocoScript 2 won't let you directly edit an ASCII file because it is not a 'LocoScript document'; that is, it lacks the layout and setup detail that all LocoScript 2 documents must have. Instead, you will have to import the ASCII text file into a LocoScript 2 document, opening a new one for the purpose if necessary. To do this, follow these steps:

- ☐ Create a new file in the usual way, but don't type any text into it.
- ☐ With the cursor at the very beginning of the document, press Function Key **F1** to pop down the Actions Menu.
- ☐ Move the highlight bar down to **Insert text** and press **ENTER**.
- ☐ You will be taken back to the Disc Management Screen. Use the cursor keys to pick out the document which you want to import and then press **ENTER**.
- ☐ The ASCII file will then be read directly into the new document.

Summing up

LocoScript 2 has a very large character set; however, you will not be able to print all the available characters unless you buy and fit an appropriate print wheel to the printer.

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Most of the character sets are entered by means of the super shifts:

- ☐ **ALT**/**β** is the Greek super shift.
- ☐ **ALT**/**ϕ** is the Cyrillic super shift.
- ☐ **ALT**/**fl** is the Symbol super shift.
- ☐ **ALT**/**f1** returns to the ordinary English alphabet.

Only characters in the limited ASCII character set can easily be exported into another program. To make an ASCII copy of a LocoScript 2 file, carry out these steps:

- ☐ Highlight the file which you wish to convert to ASCII format at the Disc Management Screen.
- ☐ Press Function Key **f1** to pop down the Actions Menu.
- ☐ Select Make ASCII file.
- ☐ Pick the destination group for the converted file.
- ☐ Check the details on the Make ASCII File Menu, and select simple text file or page image file as appropriate.

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Changing print wheels

In this chapter you will learn what steps you must take when fitting a different print wheel in place of the default wheel on your PCW9512+ daisy-wheel printer.

About print wheels

Print wheels are rather tricky things: they all look pretty-much the same, but there are actually subtle and significant differences between them which you must understand if you are to get the best out of your daisy-wheel printer.

Wheels differ from each other in both the number of characters that they can print and in the relative position of characters from one wheel to another.

For instance, wheels made for the English market usually lack accents, while American wheels don't have a pound sign, '£', usually replacing it with a hash, '#'; again, some wheels are capable of printing common fractions like '1/4' while others are not. The character set of a wheel is sometimes referred to as its **sequence**, and typical sequence names are England, Swiss French, Bilingual, USA/GB and so on.

To add to the confusion, any given sequence or character set will probably exist in several different **character styles**. Character style defines the ‘natural’ pitch of the wheel — the width of the characters — and the actual ‘shape’ of the typeface.

For instance, two wheels may share an identical character set — that is, each wheel has the same number of spokes and all the characters are in the same relative positions on the two wheels — and yet one may be a 10 cpi Italic wheel while the other might be a 12 cpi Gothic wheel. LocoScript 2 has to know both the character set *and* the character style of the wheel you are using.

Using a different wheel

If you decide to buy another wheel, the following options are open to you:

- ☐ If you need to print the conventional European accents, the easiest course is to buy a Swiss French wheel. LocoScript 2 already ‘knows’ about this wheel, so you can use it with a minimum of fuss.
- ☐ If you want to use a proportional typeface, you should buy a **Thesis PS** wheel; this has the same sequence as the wheel supplied with the PCW9512+ printer, making it very simple to use.
- ☐ If you buy any other type of wheel, you will need to purchase the LocoScript Printer Support Pack, available from Locomotive Software, Dorking Business Park, Dorking RH4 1YL. Full user instructions are included with the Printer Support Pack.

Setting a document to use the Swiss French wheel

There are two main points which you should consider when a document is to be printed using the Swiss French wheel — or, indeed, any wheel other than the default:

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- ❑ The document itself — or the TEMPLATE.STD on which it is formed — should be set up to use the new wheel. This will ensure that the document is laid out correctly for the new wheel.
- ❑ LocoScript 2 additionally needs to be informed that the new wheel has been placed in the printer.

Specifying the Swiss French wheel at document setup

To set a document up to use the Swiss French wheel, work through the following steps:

- ❑ At the Editing Screen, press Function Key **f1** to pop down the Actions Menu.
- ❑ The highlight bar should be on Document setup; press **ENTER**.
- ❑ You will be taken to the Document Setup Screen. Here, tap Function Key **f6** to pop down the Printer Selection Menu. (The menu on your version of LocoScript 2 may have slightly different options shown from those printed here.)
- ❑ The name of the current character set is shown in the middle of this menu; to change it, move the highlight bar down to Character set and press **ENTER**.
- ❑ You will be shown the Character Set Menu. Select Swiss French with the **+** key in the usual way, and then press **ENTER**. You will be returned to the Printer Selection Menu, but this time the name of the new character set will be shown in the middle of the menu.

Printer Selection	
♦ Character Style	
Gothic	10
Character Set	
UK ASCII 96	
Printer	
PCW9512	
EXIT	

Character Set	
✓England	10
Swiss French	10
For Character Set	
UK ASCII 96	
For Printer	
PCW9512	

- ☐ Press **EXIT** to return to the document.

Confirming that the new print wheel is fitted

You must now tell LocoScript 2 that the print wheel has been changed. Do this by pressing **PTR** to enter the Printer Control Screen and then tapping Function Key **f5** to pop down the Printer Selection Menu.

This is simply the printer equivalent of the menu we have just met, and the character set is chosen in exactly the same way.

Printing with the 'wrong' print wheel

If you try to print a document which is set up for one print wheel when LocoScript 2 believes that a different print wheel is fitted to the printer, you will be shown an error message and asked whether you wish to proceed or cancel. Unless you positively know that the print wheel currently fitted has the same character set and pitch as the one for which the document was set up, it's best to cancel the operation and change the print wheel details either at document setup or at the Printer Control Screen.

Fitting a Thesis PS wheel

If you want to use proportional type, the easiest option is to buy a Thesis PS wheel. This is a very easy wheel to set up because it has the same sequence as the wheel supplied with your PCW9512+. The only task which you will have to carry out is to create a new character set with proportional pitch. To do this, proceed as follows:

- ☐ Make sure that the Start of Day Disc is in Drive A.
- ☐ At the Disc Manager Screen, press Function Key **f6** to pop down the Settings Menu.
- ☐ Move the highlight bar down to New Character Style and press **ENTER**.

- ❑ The Character Style Menu will appear. Type in the name Thesis in the slot at the top of the menu, then move the highlight bar down to the next line and enter PS to specify proportional pitch.

- ❑ Press **ENTER** to create the new character style and to return to the Settings Menu.

Character Style
Name : Thesis Pitch : PS
For Character Set UK ASCII 96 For Printer PCW9512
► Create new Style

- ❑ Move the highlight bar down to EXIT and press **ENTER**.
- ❑ LocoScript 2 will display a menu asking you to write the Settings information on disc. If you forget to do this, the new settings won't be available when you next use LocoScript 2.

Making the new print wheel into the default

If you decide that you want to make the Swiss French or Thesis wheel into the default wheel, you should proceed as follows:

- ❑ Make sure that the Start of Day Disc is logged into Drive A and that the Disc Management Screen is displayed.
- ❑ Press Function Key **F6** to call down the Settings Menu.
- ❑ Move the highlight bar down to Printer Defaults and press **ENTER**. The Printer Defaults Menu will appear.
- ❑ Move the highlight bar down to Default Style and press **ENTER**.
- ❑ You will be shown a list of the styles that LocoScript 2 currently knows about. Select the one you want with the **+** key and confirm it with **ENTER**.

- ❑ The Printer Defaults Menu will reappear. Move the highlight bar down to Default Set, press **ENTER** and choose the character set from those listed in the same way as you have just chosen the character style.
- ❑ Back at the Printer Defaults Menu, select EXIT and you will be taken back to the Settings Menu.

Summing up

If you wish to use a different print wheel, you must tell LocoScript 2 that you will be doing so. The steps you must take are as follows:

- ❑ From the Actions Menu, select Document setup.
- ❑ At the Document Setup Screen, press Function Key **f6**.
- ❑ Highlight the Character set option and press **ENTER**.
- ❑ Select the character set of the wheel you are going to use.
- ❑ Select the Character Style option.
- ❑ Choose the appropriate character style.
- ❑ Select EXIT, then press **EXIT** and **ENTER**.

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Mailmerge with LocoMail

In this chapter, you will learn how to prepare simple mail-merge documents using the LocoScript 2 LocoMail facility. LocoMail is actually a separate program from LocoScript 2, but it is automatically loaded from your Start of Day disc at the same time as LocoScript 2. This chapter concentrates on using LocoMail manually; the following chapter describes how it can be used automatically.

Understanding Mailmerge

Mailmerge is a technique with which you can create personalised letters — that is, letters which are filled out with details taken automatically from a special data file so that they appear to the recipients as if they had been individually written and addressed.

Of course, in our computer-conscious age it is a matter of opinion just how many people believe that these letters really are individually created just for them, but even so it does seem more appropriate to send out personally addressed letters, however they are produced, than to use 'Dear Customer' and similar phrases.

How mailmerge works

Mailmerge uses two different kinds of file:

- ☐ Data files which contain lists of the names and addresses of those to whom you wish to send form letters.
- ☐ Form documents, sometimes simply called 'forms'; these are basically ordinary LocoScript letters or similar documents, except that they contain special codes which cause items from the data file to be placed into all the letters at print-time.

An example

The beginning of a typical form letter might well look something like this:

```
Dear Mr. (+Mail)surname(-Mail),
```

```
We are writing to you as one of our most valued  
customers in (+Mail)town_name(-Mail) to tell  
you about our latest offer ....
```

From this letter could be produced hundreds, or even thousands, of individually addressed letters like this:

```
Dear Mr. Jackson,
```

```
We are writing to you as one of our most valued  
customers in Weyburn to tell you about our  
latest offer ....
```

You can see that the material which was enclosed between the (+Mail) and (-Mail) codes in the form document has been replaced by details taken from another file containing the name and address of Mr. Jackson and all the other people to whom the letter will be sent. This whole procedure can be carried out automatically without any intervention by the user.

A simple letter

We shall now create a simple form document that should show how easy LocoMail is to use.

At the Disc Management Screen create a document called TEST.LTR in the LETTERS group, and type into it the text which follows this paragraph. The special (+Mail) and (-Mail) codes which are used in LocoMail form documents are inserted either through the Set and Clear Menus or by simply typing the sequence and respectively; be particularly careful to place the codes exactly as they are here:

```
(+Mail)title(-Mail) (+Mail)forename(-Mail) (+Mail)lastname(-Mail)
(+Mail)address1(-Mail)
(+Mail)address2(-Mail)
(+Mail)town(-Mail)
(+Mail)county(-Mail)
(+Mail)postcode(-Mail)
(+Mail)date(-Mail)
```

Dear (+Mail)title(-Mail) (+Mail)lastname(-Mail),

As a loyal supporter of Weyburn Town Cricket Club, I know you will be delighted to hear of our new raffle. Ten books of tickets are enclosed, and I feel sure that we can count on you to sell all of these.

Best wishes

J. Pargetter, Club Chairman.

When you have finished typing in this letter, check your work to make sure that all the LocoMail codes are in the right place and then save the document.

Creating a data file

Your next task is to make the data file which will contain the names and addresses which will eventually be incorporated into the various letters. This new document will be called TEST.LST. You can create this in any group, but it makes sense to put it in the same group as TEST.LTR. LocoMail data files don't *have* to be given the .LST extension, but it's a helpful convention to observe because it will help you to avoid confusing them with ordinary documents.

Here is the beginning of the data file:

```
Title ↵
Forename ↵
Surname ↵
Address1 ↵
Address2 ↵
Town ↵
County ↵
Postcode ↵
Date ↵
-----
Mr. ↵
John ↵
Smith ↵
14 North Parade ↵
Undercliffe ↵
Weyburn ↵
Hertfordshire ↵
FE4 2GH ↵
12 July 1992 ↵
-----
```

The data file consists of a number of different 'pages', of which two are shown above. The first 'page' lists all the words which we had put between the (+Mail) and (-Mail) codes in the form document — *title*, *forename* and so on. This first 'page' is extremely important because it is the **Pattern** to which all the data subsequently contained in the file must conform.

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The next 'page' contains the data for Mr. John Smith, with the various items listed in the same order as on the Pattern page.

The last character on both 'pages' is the 'end page here' symbol; this is followed by the usual LocoScript 2 end-of-page bar.

Copy both 'pages' into your TEXT.LST file, pressing the **RETURN** key once after every line *except* the last. At the end of the last line, select the *End page here* option from the **F5** Page Menu. *Don't* press **RETURN**. A page-end bar will be drawn across the screen to mark the end of the data pattern.

Records and Fields

On the next page is a listing of all the data which are to be merged into your finished letters; each 'page' holds the details for one letter. These pages are called **records**, and each item in an individual record — a title, a forename or whatever — is called a **field**.

Copy all this data into your document TEST.LST; at the end of each record, select *End page here*. Check that every record has the same number of fields (in other words, the same number of lines) as the Pattern, and that each record is on a separate 'page' terminated by *End page here*.

When you've finished entering data, press **EXIT** and save the new data file. Unless you're very confident of the accuracy of your typing, it's a good idea to use the *Save and Print* option of the Exit Menu, as any mistakes you may have made in creating the file will be more easily spotted on a print-out than on the screen of your PCW9512+.

Producing a batch of letters

To produce a series of merged letters, proceed as follows:

- ☐ At the Disc Management Screen, place the highlight bar on the form document TEST.LTR and then press **M**.

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Mr.
Allan
Heywood
42 The Rise
Hartley
Weyburn
Hertfordshire FE4 4TT
12 July 1992

Mrs.
Alison
Smith
15 Station Street
Horton Wood
Weyburn
Hertfordshire FE4 5GF
12 July 1992

Dr.
Harvey
Jackson
12 The Avenue
Undercliffe
Weyburn
Hertfordshire
FE4 3GH
12 July 1992

Ms
Jennifer
Davies
Lock Cottage
Lower Town
Weyburn
Hertfordshire FE4 6YY
12 July 1992

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- ❑ You will be shown this message; move the highlight bar to TEST.LST and press **ENTER**.

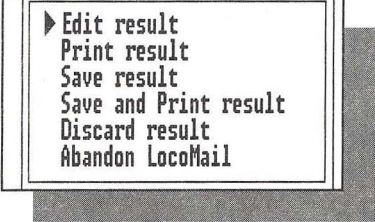
- ❑ LocoScript 2 will prompt you with the display printed below.

Merge documents:

select merge data document
then press ENTER
or CANCEL to abandon

Merge documents	
Data:	TEST.LST
Group:	group 0
Drive	A
Name:	TEST.LTR
Group:	group 0
Drive:	A
High quality	
✓ Draft quality	
Number of copies:	1
► Manual	
Automatic	

- ❑ Check that you haven't made any mistakes in specifying the files. If everything is in order, press **ENTER** to begin the merge process.
- ❑ The Disc Management Screen will be replaced by the Edit Screen, with the form document displayed on it.
- ❑ Almost immediately the various words enclosed between the (+Mail) and (-Mail) codes will slide off the screen and be replaced by the names and other details drawn from the first record of the data file. The document will be relayed on-screen while this is being done.

- ❑ After a few seconds LocoMail will offer this menu. We shall look at the various possibilities in detail later on; for the moment, either select `Print result`, which will give you an actual printed version of the letter (remember to check that you have paper in the printer before choosing this option) or `Discard result` to throw away the first letter and start merging the next.A screenshot of a menu box with a double border. The menu contains the following options: Edit result, Print result, Save result, Save and Print result, Discard result, and Abandon LocoMail. The first option, 'Edit result', is preceded by a right-pointing arrow.
 - ▶ `Edit result`
 - `Print result`
 - `Save result`
 - `Save and Print result`
 - `Discard result`
 - `Abandon LocoMail`
- ❑ Unless you deliberately stop it either by selecting the `Abandon LocoMail` option or by pressing the `STOP` key twice, LocoMail will work its way through every record in the data file, producing a different letter for each one. Each personalised letter is the result of one *pass* through the form document.
- ❑ After the last pass — that is, when the details from the last record have been merged and the resulting document either printed or discarded — you will be taken back to the Disc Management Screen ready to begin some other task.

Possible problems

If you've typed your form document and the data file carefully, you're unlikely to have had any difficulties. There are, however, two problems which occasionally arise, though neither of them is difficult to deal with:

- ❑ *Name does not exist.* If LocoMail breaks off while merging the first letter and displays a `Name does not exist` warning, select the `Abandon LocoMail` option from the menu offered and re-examine both the form document and the data file to check that all the words which appear between the `(+Mail)` and `(-Mail)` codes in the form document are spelt in exactly the same way as they are in the data file `Pattern`.

- ❑ *Misplaced data.* The second problem doesn't produce any error messages, which makes it harder to spot. If one or more of your letters has the various data fields wrongly located — if your letters contain something like *Dear 82 Acacia Avenue*, for example — then you should check that the data file Pattern lists the various fields in the same order as they appear in the rest of the data file, and also that each one of the file 'pages' has the right number of fields.

A few useful terms

Before going on to explore LocoMail in more depth, it's worth taking the time to define a few useful terms which we shall be using repeatedly during this chapter and the next.

Variables and variable-names

The words which appear between the (+Mail) and (-Mail) codes in the form document and again in the Pattern 'page' of the data file are **variable names**; they're called this simply because the information which they contain *varies* from letter to letter. The text or numbers which are inserted into a form document whenever a variable name is encountered between the (+Mail) and (-Mail) codes is a **variable**.

Only the first 16 characters of a variable name are significant; LocoMail can't tell the difference between *disestablishment* and *disestablishmentarianism*, for example. Since most of your variable names will be a lot shorter than this, you probably won't find the limit of 16 significant characters very restricting.

Only **alphanumeric characters** — that is, numbers and letters of the alphabet, including the various accented letters — can be used in variable names. The underline character '_' is treated as a numeric character. All variable names must begin with a letter of the alphabet, and not with either a number or an underline.

LocoMail doesn't distinguish between capitals and lower-case letters in variable names, so *FORENAME*, *Forename* and *forename* all mean the same.

There is no need for the variable names in the form document to be in the same order as the variable names in the data file Pattern; however, the fields in the Pattern must be in the same order as the 'real' data in the 'pages' that follow it in the data file.

Finally, there are three words which must not be used as variable names. These are AND, OR and NOT; these words have special meanings to LocoMail.

Separators

When we were creating our first data file, we pressed the `RETURN` key at the end of every line except the last one of each record. In effect we used the `RETURN` key to *separate* one variable name from the next; any symbol used in this way is called a **separator**.

The `RETURN` key is generally the best character to use as a separator, though there are some cases where some other separator must be used instead.

An important rule to follow is that each field in the body of the data file (that is, every record which contains 'real' data) must be separated from the next field by the same separator as was used in the Pattern 'page' of the data file. In our Pattern, for example, we pressed `RETURN` at the end of each variable name, and we also pressed `RETURN` after each 'real' piece of information that we entered.

Terminators

Just as each individual variable is separated from the following one by a separator, so also each record is kept apart from the next by a **terminator**.

So far we have used the end-of-page marker (sometimes called form feed) as a terminator, but there are two other symbols or combinations of symbols which can be used for the same purpose. These are the slash '/' followed immediately by `RETURN`, and the Unit symbol (Unit).

Planning and laying out your own work

Although there's a great deal left to learn about LocoMail, you have already learned enough to be able to use it yourself in simple form letters. The following hints may help you to save yourself some time and trouble.

- ☐ Plan everything out before you start creating a mailmerge file. This will save you a lot of effort in the long run.
- ☐ Leave a couple of spare fields in the data file Pattern, giving them names like `spare1` and `spare2`; you can then simply leave these as **null fields** — blanks — in every record by entering nothing in them except `RETURN`. Sooner or later you will probably find that these extra fields will come in handy.

More about leaving a Merge

When LocoMail is working in Manual mode and has finished a pass through a form document, a number of different options are offered on the Exit Menu printed on page 19-6; just how many depends on whether or not the printer is connected when the computer is turned on.

Edit result

Occasionally you may want to go back over a form letter after the various details from the data file have been added. You might need to choose this option if a particular pass had created an exceptional letter which was too long to fit on a single page — perhaps because of an unusually long address — and you wanted to avoid the situation in which just one or two lines of text appeared on their own on the top of a second page. Under these circumstances, you might decide to edit the finished letter in order to shorten it slightly, and thus keep it within the boundaries of one page.

You can also use this option to add personal details to letters which were mostly created by merging; for example, if you knew that a

particular person to whom you were writing had recently not been very well, you could add a message to the effect that you hoped he was now in better health.

As you can see, the `Edit result` option lets you create letters which have at once the advantage of being produced by a mail-merge operation, with all that that implies in terms of speed and accuracy, and yet still add or delete material as circumstances may dictate.

When you have finished making any changes, press `EXIT` and the Exit Options Menu will be presented again.

Print result

The `Print result` option is only offered if the printer is properly plugged in when the machine is turned on. This is probably the option which you will most commonly choose. Provided the printer has paper in it, the document on screen will be printed, and LocoMail will simultaneously begin a pass through the next record in the data file, if there is one.

Save result

This option will take you back to the Disc Management Screen, and the Information Lines at the top of that screen will prompt you to choose a destination group and drive for the new document; finally you will be asked for a name under which the document will be saved.

Pressing `CAN` at any stage will cause the Save to be aborted, and the document will then be abandoned — you will not be able to retrace your steps to print it if you change your mind, so only press `CAN` if you are sure that you really want to throw the document away.

It's as well to use the `Save result` option rather sparingly, as every new letter you save will take up its quota of space on your disc.

Save and Print Result

As its name implies, this option both prints and saves your document. It is not available unless your printer was connected when the computer was turned on.

The Save operation is carried out first; you will be taken to the Disc Management Screen and asked for a group and drive under which the new file is to be stored, just as if you had selected the Save result option described above.

As soon as this has been done, the document will be printed, and while this is being done, the next record will be processed.

Discard result

This option throws away the results of the most recent pass and moves on immediately to the next record, if there is one. This option is especially useful if you have created a new form document or data file (or both) and want to check that everything is working properly before you start actually printing everything.

Abandon LocoMail

Selecting this option discards the most recent pass and returns you to the Disc Management Screen; records which have not been processed are ignored.

Economising on LocoMail codes

In the version of the form document which we have been using so far, every variable name was enclosed between its own (+Mail) and (-Mail) codes. Although this makes it easier to understand how LocoMail works, it often isn't really necessary.

Where several variables are to be inserted one after the other *on the same line* of the form document without any intervening text — like title, forename and lastname at the head of our letter — you

can dispense with all but the initial (+Mail) and the final (-Mail) codes on the line, and instead separate the variable-names either by inserting colons or by pressing the **RETURN** key.

It makes no difference which method you use because both the colons and the **RETURN** symbol will be stripped out during the merge and so will not affect the appearance of the finished document.

Inserting spaces between variables

If you experiment with the technique just described, you will find that it has one rather important disadvantage: when variables are read out of the data file, they are printed right up against one another; this happens even if you type in several spaces between the variable names in the form document.

To prevent this happening, you should edit the data file and insert a space at the *end* of every field (in every record) which should be followed by a space in the printed document; spaces which are inserted at the beginning of a field will be ignored, so it is important to place them at the end.

Summing up

To use mailmerge, you must prepare two different documents:

- ☐ A data file, in which the various records must match the Pattern you have provided
- ☐ A form document containing (+Mail) and (-Mail) codes at every location where data is to be merged in.

Once you have created these files, you can then print the merged letters as follows:

- ☐ Press **M** at the Disc Management Screen.
- ☐ Follow the on-screen instructions to specify the names and groups of the data file and the form document.

- ☐ The merge will then take place on-screen, and you will be offered a chance to print, save or abandon each merged document as it is completed.

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Using Automatic Mail Merge

In this chapter you will learn how to use LocoMail to create automatic mail merged documents; you will also learn some techniques for making data entry easier.

Manual and Automatic Merging

Our first attempt at mail merging in the previous chapter was done in Manual mode. If you have a lot of letters to get through, however, you will want to be able to allow LocoMail to progress through the merge operation at its own speed, automatically producing one letter for every record in the data file.

To carry out an automatic merge, follow these steps:

- ☐ Press **(M)** at the Disc Management Screen.
- ☐ Select **Automatic** when the Merge Documents Menu appears.
- ☐ The form document will appear on the screen and will be processed and relayed in the usual way. As soon as the pass is complete, the completed letter will be printed.

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❑ While the first document is being printed, the next record will be displayed and dealt with. As soon as one letter has been output, the next letter will be sent to the printer without any further intervention on your part, and LocoMail will continue to Print and Merge alternately until the last record in the data file is processed and printed.

❑ If you want to stop an automatic merge safely in mid-stream, press **STOP** twice, and you will be shown this menu.

Stop in LocoMail

► Abandon LocoMail
Discard document
Edit document

❑ The **Abandon LocoMail** option will take you directly back to the Disc Management Screen.

❑ **Discard document** will restart the merge with the next record, if there is one.

❑ **Edit document** will let you make changes to the document currently on-screen. If you choose this last option, press **EXIT** when you have finished and you will be offered the ordinary Exit Menu just as though you were carrying out a manual merge.

Merging and filling

Mail merging in the way we have described is without doubt the easiest way of sending similar letters to a number of different people, especially if you expect to be writing to the same people fairly frequently.

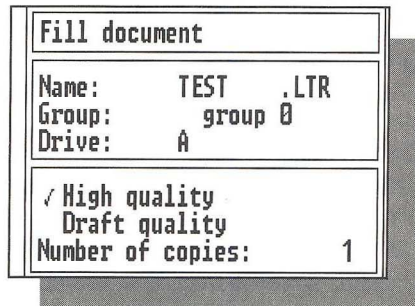
Sometimes, however, you may want to produce a document either for a single individual or for a small number of people without having to go to all the trouble of setting up and using a data file. For example, you may have a standard contract form which you need to fill in with the names and addresses of the various parties to the contract. In such a case it would obviously not be worth while setting up a special data file to hold the names and other details of the various parties.

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LocoMail gets round this problem with its **Fill** option, so called because it allows you to Fill in various details directly from the keyboard, just like filling in the blank spaces in a form. To see how it works, you should be at the Disc Management Screen with the highlight bar resting on the form document which we have already created, TEST.LTR. Then carry out these steps:

- ❑ Press **(F)** to select Fill mode and then confirm it by pressing the **(ENTER)** key.

- ❑ The Fill Document Menu will be shown on the screen; note that this menu does not ask you to name a data file.



Fill document	
Name:	TEST .LTR
Group:	group 0
Drive:	A
<input checked="" type="radio"/> High quality	
<input type="radio"/> Draft quality	
Number of copies:	1

- ❑ Press **(ENTER)**. TEST.LTR will be displayed on the screen, but the area by the first variable name will look like this:

(+Mail) TITLE? (-Mail) (-Mail)

- ❑ Notice that the variable name has been converted to capital letters and given a question mark; that the variable name is now followed by two (-Mail) codes instead of one; and that the cursor is resting on the opening bracket of the second (-Mail) code. In effect the variable name is now a prompt.
- ❑ Type in a suitable title followed by **(ENTER)**. What you have typed in will be placed into the document just as if it had been taken out of a data file.
- ❑ You will then be prompted for FORENAME? LASTNAME? and all the other variables in exactly the same way. If necessary, the letter will be relayed after each entry.

- ❑ Once you have typed in some data in response to a particular prompt, that information is retained in LocoMail's memory until the end of the current pass. For example, when the program reaches the salutation line `Dear (+Mail)title(-Mail) (+Mail)last-name(-Mail)`, it won't prompt you for the information it needs; instead it will 'remember' that you have typed in what it needs to know earlier in the letter.
- ❑ When LocoMail has completed its pass through the form document, it will offer the usual range of Exit options.
- ❑ If you choose `Abandon LocoMail`, you will be taken back to the Disc Management Screen and your Fill will be lost; otherwise, when the fill has been completed — that is, when the filled document has been saved or printed — you will be offered the opportunity to Fill again; if you accept this, the same form document will be brought back on-screen for another pass.

More detailed prompts

For very simple Fills like the one we have just completed with `TEST.LTR`, the upper case versions of the variable names provide all the information you are likely to need during a Fill operation. However, more complicated documents could well benefit from fuller, more detailed prompts, and these are extremely easy to add.

Inserting these prompts is easy: after the variable name in the form document, place a semi-colon ';' followed by the text of the prompt which you wish to see displayed on screen.

For example, if you wanted a more detailed prompt to be displayed when the variable name `Title` is found during a Fill operation, you might put something like the following into the form document:

```
(+Mail)Title;enter Mr., Mrs., Miss or Ms, then  
press ENTER (-Mail)
```

When the form document is subsequently Filled, your prompt will appear exactly as you have typed it in; it won't be converted into capital letters or given a concluding question mark.

Using detailed prompts of this sort in a form document has no effect on any Merge mode work you might subsequently carry out using the same form document; the long prompt will appear briefly on the screen, but it will be ignored when items are merged into the form letter from the data file.

Minimal prompts

If an item is to appear only once in a letter — which would normally be the case with a date or an address, but probably not with the name and title of the addressee — you can simplify matters even further by doing away with variable-names altogether. For instance, you could ask for the date with the command:

```
(+Mail)?;type in the date(-Mail)
```

You could even leave out the prompt after the semi-colon and use just this:

```
(+Mail)?(-Mail)
```

though it's arguable that this is taking brevity too far.

If you use any of these forms which don't specify a variable name during a Merge rather than a Fill operation, you will be prompted to input the information at the keyboard just as if you had originally selected Fill mode at the Disc Management Screen.

Combining Merge and Fill operations

You can combine Merge and Fill operations freely. You can see how useful this can be when you remember that in most mail merge work there are some items of data which will remain constant for quite a long time — names and addresses, for example — while others may well

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change every time you work with a particular form document — dates, for instance, or cash amounts to be placed in an invoice.

Obviously it would be much easier to enter the information that changes, such as the dates, directly from the keyboard, while at the same time taking the data that doesn't change, such as the names and addresses, from the data file.

Any variable name in the form document that is preceded by a question mark '?' will be treated as a Fill rather than a Merge; that is, information will be taken from the keyboard rather than from the data file for that variable. For instance, to allow a date to be input from the keyboard during a Merge, you would use the following command in the form letter:

```
(+Mail) ?Date (-Mail)
```

When you subsequently Merge the document, you will be prompted to type in the date at the keyboard, but all the other information will be taken directly from the data file in the usual way.

If you want to try this with TEST.LTR, remember that you'll have to edit TEST.LST to remove the variable name `Date` from the Pattern. You should also remove the date field from every single record in the file.

Insisting on numbers

There are some occasions on which it can be very important to ensure that only numbers are entered in response to a Fill command. You might, for instance, want to make sure that you don't accidentally type in letters instead of numbers in an invoice.

If you place a hash, '#', immediately between the '?' and the variable name when prompting for information to be input during a Fill, any input which isn't entirely composed of numeric characters (including the decimal point character) will be rejected with a *beep*, and you will be prompted to try again. Thus the command line you would use to input a

sum of money whilst ensuring that no non-numeric characters were accidentally entered might look like this:

```
(+Mail)?#Amount_due(-Mail)
```

This is actually a very simple form of **data validation** — that is, making sure that the data entered conforms in some way to a predetermined pattern or range.

Note too how we have used an underline as part of the variable name, to make it easier to read.

Formatting while merging

LocoMail automatically relays documents during merge and fill operations. This relaying takes account of any tabs or other formatting commands that you have inserted into the form document.

For instance, you may need to input a set of numbers from either the data file or from the keyboard, and to arrange these numbers into tidy columns in the finished document. The easiest way to do this is to place a decimal tab stop in the layout of the form document at the point to which the numbers are to be tabbed, and then to press **TAB** immediately before the (+Mail) code that precedes the variable to be tabbed.

For example, to align a variable called Number with a tab stop, you should carry out these steps:

- ☐ Press the **TAB** key.
- ☐ Press **+** **M** to insert the (+Mail) code.
- ☐ Type the variable name Number.

Other formatting commands that you might insert in front of the (+Mail) command include (CEntre), (RAlign) and (Justify).

Comments and prompts

If a particular Fill variable-name is used in more than one place in a form document, and if the first occurrence of that variable uses a prompt after the usual semi-colon, you can if you wish use explanatory **comments** when the same variable-name recurs lower down the document.

For instance, a garage writing to its regular customers might refer towards the beginning of the letter to the make and model of car which each customer drives, and might then make some further reference to that car elsewhere in the same letter. If this information is to be input at the keyboard, the form document would presumably contain something like

```
(+Mail)?vehicle;what model of car(-Mail)
```

early on in the document. It could then subsequently contain

```
(+Mail)vehicle;model name(-Mail)
```

In this case, the words which appear after the semi-colon don't actually function as a prompt at all. They are merely a reminder to the user of the purpose of the variable-name *vehicle*. They may perhaps come in handy during a future editing session, but they aren't much use during an actual Fill operation because they don't stay on-screen as a prompt.

Comments of this sort are entirely voluntary; there's no need to use them at all, and it doesn't make any difference if the prompt which is used at the first occurrence of the variable-name and any comment which appears later share any of the same words or not.

Preserving information between records

We've already seen that LocoMail remembers information *within* a particular pass, but not *between* passes. This is the case whether it is being used for Merging or Filling.

Although we generally want every letter to contain different information from every other letter — that, after all, is what mail merging is all about — there are occasions when it would be very useful to be able to carry some information forward between one pass and the next.

This is obviously true of the dates of letters. Generally, a batch of different form-letters will all need to be given the same date, which means that we will have to type in the same information at the keyboard once for each letter (or place the same date into every record in the data file, as we did at the beginning of this chapter, which is even less efficient).

The solution is to preface the variable name with an exclamation mark, '!', so that the variable name is preceded by both the exclamation mark and a question mark. LocoMail then understands that whatever information is typed in is to be applied to the same variable name in every subsequent pass through the form document.

Putting this into practice, you would use the following command to input a date from the keyboard during a Merge or Fill operation and then to apply that same date to every other record:

```
(+Mail)!?date(-Mail)
```

or, using an appropriate prompt:

```
(+Mail)!?date;type in today's date(-Mail)
```

A quicker way of taking information from the keyboard

In all the Fill work (and the combined Merge and Fill) that we have been doing so far, you have had to sit at the keyboard as LocoMail scans through the form document looking for the variables which you are going to input. If the document is a very long one — a contract running to several pages, for instance — you may feel that you are spending too much of your time at the keyboard just waiting for the relevant prompt to appear.

You can speed the process up by listing all the variable names for the Fill at the very top of the form document; LocoMail will then ask for them when it begins the pass through the document, but won't actually print them until it finds the appropriate place where each variable is to be put.

The format for this command is as follows: place each variable name between a pair of (+Mail) and (-Mail) codes at the very head of the document, following each name by the equals sign '=' and a question mark '?'

An example

For instance, if Filling a particular document needed you to input a forename, a surname and a date from the keyboard, and if you wished to do this all together at the beginning of the pass, you would use the following set of commands at the beginning of the form document:

```
(+Mail) forename=? (-Mail)
(+Mail) surname=? (-Mail)
(+Mail) date=? (-Mail)
```

Note that although we've put these commands on separate lines for the sake of clarity, you should put them all together on one line.

When you begin the Fill operation, you will immediately be prompted for the forename, surname and date, but what you type in will not be entered into the document until the appropriate variable names are encountered between the usual (+Mail) and (-Mail) codes somewhere further down in the document.

Detailed prompts can be placed after the variable-name if required; for instance, you might use something like the following:

```
(+Mail) date=?;type in today's date (-Mail)
```


Keeping data unchanged between records

If you want to input data at the beginning of a pass and to then keep it unchanged during subsequent passes — for instance, to input a date when processing the first document and then apply the same date to every other record during the Fill — the following form of the command is available, as well as the forms you have seen earlier:

```
(+Mail)!date=?(-Mail)
```

Once again, a fuller prompt can be placed after a semi-colon immediately after the question mark.

The missing fields problem

The data which we have been using so far in this book was carefully selected to make sure that every item had exactly the same number of fields. In the real world, data usually isn't quite so obliging; some addresses actually need more than four fields plus one for the postcode, for example, while many others only need three fields.

The most obvious way of getting round this problem would be to ensure that your data files contain enough fields to cope with every address that you're likely to meet, and then leave blank all those fields that you don't happen to need in any given record. The disadvantage of doing this would be that your printed documents would then contain blank lines wherever they had encountered an empty field in the data file, so this technique is not to be recommended.

A far better solution is to regard `address` as a single field, rather than as a set of four or five fields which belong together. However, this approach leads us into a little problem with using `RETURN` as a separator.

The difficulty is as follows: an address generally consists of several lines of alphabetic and numeric characters, with each line ending in a `␣` character. However, in our Pattern we have used `RETURN` as a separator to mark the end of a field, and so naturally we can't put it *inside* a field as well.

There is a straightforward rule for dealing with such situations: if you need to include any of the characters which LocoMail recognises as a separator *inside* a data field rather than as field separators, then you must use some other character as a separator after that field both in the data file Pattern *and* in every individual record in the file.

The address field contains a number of **RETURN** characters. Applying the rule we have just stated, we must use some other suitable separator in the Pattern to show where the address field ends, and will also have to use this same separator in the same position in every 'real' record in the data file.

There are actually several symbols which we could use as field separators, but because it happens that address is the final field in the Pattern we can take a short cut and use an 'End page here' symbol.

In effect this tells LocoMail that the address field is the last one it will meet during every pass, and that everything between lastname and the end of the record is to be regarded as forming the address regardless of the presence of **RETURN** or, indeed, any other separator in it.

If you can't use the 'End page here' symbol as a field separator, any other non-alphanumeric character can be used instead; these include punctuation characters, but not the underline, which LocoMail treats as a numeric character.

Summing up

It's often useful to carry out a merge operation automatically; this is done by pressing **M** at the Disc Management Screen and then selecting an Automatic merge from the Merge Documents Menu.

Another operation which is basically very similar to mail merge is Filling. Instead of filling in the blanks in the form document with data taken from a data file, you will be prompted to type in the necessary information directly from the keyboard. To carry out a Fill, carry out these steps:

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- ❑ At the Disc Management Screen, highlight the appropriate form document and then Press **F** to select Fill mode. Press **ENTER** to continue.
- ❑ When the form document is shown on the screen, type in the appropriate details and press **ENTER**.

21

Using LocoSpell

In this chapter, you will learn to use the LocoSpell Spelling Checker program which is included with LocoScript 2.

Introducing LocoSpell

Even the best typists occasionally make spelling-mistakes, either because they aren't quite sure how a particular word ought to be spelled or because they mis-key something that they're typing in, and come up with something like *hte* instead of *the*.

Although most of these slips can be caught by carefully checking what you've written before it's printed out, it's often easier to spot mistakes once they're on paper than when they're displayed on the screen.

LocoSpell should help you avoid most of the common errors which you might make. It works by comparing every word in the current document against the contents of its own dictionary, and querying those words it finds in the document which are not matched in the dictionary.

Although this approach will find nearly all the slips that you might make, there are some features of the operation of LocoSpell that you should be aware of:

- ❑ No dictionary can hold every single word which you might need, especially if you use unusual or foreign words; there will therefore inevitably be occasions when LocoSpell will query words when they are in fact perfectly all right.
- ❑ LocoSpell doesn't look at the the context in which words appear. If you were to write *Piece finally came to Europe in 1945*, LocoSpell would find nothing wrong, as the sentence contains no words which are not present in its dictionary.
- ❑ Some words are not checked. Words that consist of a single letter are ignored, as are words that contain numerals (including fractions), Greek or Cyrillic characters, symbols like '£' and '\$', words immediately followed by a (SiC) code (described later), and words over 32 characters in length.
- ❑ Words containing separators, such as hyphens, apostrophes and slashes, are generally broken into their component parts, which are then checked as separate words; for instance, 'side-effect' will be looked up as 'side' and 'effect'. However, common abbreviations such as 'can't' and 'wouldn't' are treated as single words and looked up accordingly.

LocoSpell is an **on-line** checker; that is, the current document is 'open' on the screen while its spelling is checked. This makes it very easy to use because the context of any words which are queried is immediately obvious.

Setting up LocoSpell

The dictionary files should already have been copied from the LocoScript 2 Master Disc onto your own Start of Day Disc; these are the files called LOCOSPEL.DCT and USERSPEL.DCT. If either of

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these files is missing from your Start of Day Disc, copy them over from the LocoScript 2 Master Disc and restart the computer.

Starting off with LocoSpell



When you load LocoSpell, the program looks for a dictionary file called LOCOSPEL.DCT on group 0 of the Start of Day Disc; if it finds this file, it then copies it onto group 0 of Drive M. If there is a second dictionary called USERSPEL.DCT, this will be copied in the same way.

If for any reason LOCOSPEL.DCT is not available on group 0 of the Start of Day Disc, you should copy it onto group 0 of Drive M from whichever other disc it is stored on if you want your machine to be able to do a fast spelling check; if for any reason you haven't copied LOCOSPEL.DCT onto group 0 of Drive M, you must have this file on the disc which has been logged into Drive A before you start a spelling check.

Simple spell-checking

To get some idea of how LocoSpell works, Create a new file called SPELTEST and type in the following:

Spelling checkers are particularly useful for those typists who make such mistakes as typing in 'hte' instead of 'the'. They are also helpful for people who simply can't remember all the myriad rules of English spelling.

When you have finished typing this in, press Function Key  to pop down the Spell Check Menu. There's no need to move the cursor back to the beginning of the document before pressing .

► All of document
Just forwards from here
Single word

User dictionary upkeep

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Checking the spelling of a document is done from the upper section of the menu. The meanings of the various options are described on the next page.

- ☐ **All of document** means that everything you have typed will be checked, regardless of the position of the cursor.
- ☐ **Just forwards from here** will only examine material forward of the current cursor position, beginning with the word that the cursor is resting on. If the cursor is resting on a space between two words, the check begins with the word which immediately precedes the cursor in the document.
- ☐ **Single word** checks only the spelling of the word that the cursor is resting on (or the word immediately in front of the cursor if the cursor is placed on the space separating two words).

For instance, if the cursor were resting on the space between `hte` and `instead`, or resting on the former word, selecting **Just forwards from here** would begin a spelling check with the `hte`, and selecting **Single word** would also check the same word. We shall look at this last option in a little more detail later.

We want to check the whole document, so make sure the highlight bar is on the top option, **All of document** and press **(ENTER)**.

There will be a short pause while LocoSpell jumps to the top of the document, and then it will start comparing every word in the document against the dictionary; as soon as it finds a mismatch it will highlight the word that it doesn't recognise and display this menu.

Stopped at: checkers
Replacement: checked
► Use suggested replacement Replace and then edit Edit this word Consult dictionary Ignore this word Mark this word correct Add to user dictionary

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You can abort the spelling check by pressing **CAN** while this menu is on the screen.

You can see in the illustration on the previous page that LocoSpell has failed to find the word `checkers` in its dictionary, and has accordingly queried it as a possible error, and suggested `checked` as a replacement. Whether your copy of LocoSpell will find the same false ‘errors’ as ours depends on the version of the `LOCOSPEL.DCT` dictionary that you have.

LocoSpell assumes that you will want to replace any mis-spelling with its own suggestion, so `Use suggested replacement` is the default option; if you press **ENTER**, the word which has been highlighted in the text will be replaced with LocoSpell’s suggestion, and any necessary relaying will be done.

In this case, there is nothing wrong with the word `checkers`; it merely happens that it is not in the dictionary that LocoSpell is consulting.

There are three sensible options open to you at this point.

- ☐ You can select `Ignore this word`. In effect, this just skips over the word; if the same word is found further down in the document, LocoSpell will query it again, though it will not then offer the `Use suggested replacement` or `Replace and then edit` options.
- ☐ You can select `Mark this word correct`. If you select this option, an invisible `(SiC)` code will be inserted into the document immediately after the relevant word. Like all other LocoScript 2 codes, you can make `(SiC)` visible from the **F8** Options Menu. We shall look at the `(SiC)` code in a little more detail later.

- ☐ You can select Add to user dictionary. This is a good choice to use if LocoSpell queries a word which you know is correct, and which you are likely to want to use again in the future. LocoSpell allows you to have several different user dictionaries, and these can be specialised for different purposes; for instance, you might have one dictionary containing technical terms, another containing common words of foreign origin, and so on.

More about (SiC) codes

The (SiC) code means, in effect, *Treat this word as if it were correct*. Once the code has been inserted, a word so marked will not be queried by LocoSpell on a later pass through the document; however, if the same word, but without a (SiC) code, is found at some other point in the text, LocoSpell will again stop and query it.

You can insert (SiC) Codes yourself if you wish, either from the Set Menu or by pressing the shorthand sequence **[+]** **[S]** **[C]**. You might wish to do this with names and addresses, foreign words, and the like, as this will stop LocoSpell from pausing at words that you know are correct, and thus speed up the spelling check substantially.

Correcting a real mistake

The only 'real' spelling error in the SPELTEST document is the mis-spelling of 'the' as 'hte'. When LocoSpell reaches this point, it will suggest he as a replacement for hte.

To correct a real spelling error like this one, you can select any of the following options:

- ☐ You can accept LocoSpell's suggestion as it stands
- ☐ You can enter LocoSpell's suggestion into the document but then edit it to match your own requirements.
- ☐ You can enter your own correction manually.
- ☐ You can look up the correct spelling in the LocoSpell dictionaries.

Accepting LocoSpell's suggestion.

To accept LocoSpell's suggestion exactly as it stands, press **ENTER**. The text around the correction will be relayed, and LocoSpell will continue to scan the document looking for the next mismatch.

Editing LocoSpell's suggestion.

To enter LocoSpell's suggestion into the document but then to edit it to match your own needs, select **Replace** and then **edit**.

When you select this option, LocoSpell won't let you take the cursor outside the confines of the word that you're editing and the spaces on each side of it until you press **ENTER** to signal that you've completed the editing. LocoSpell will then recheck what you've just typed in to be sure that you haven't just made another mistake.

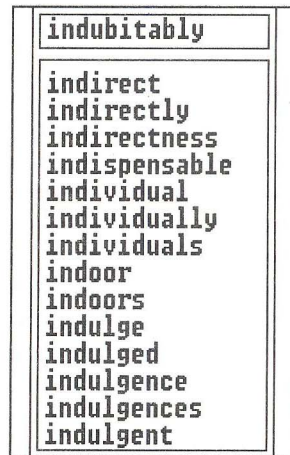
Manual corrections

To enter your own correction manually, select **Edit this word**. Like **Replace** and then **edit**, this confines the cursor to the word at which LocoSpell has stopped; when you have finished making your correction and pressed **ENTER**, LocoSpell will recheck the word you have entered.

Looking up the correct spelling

To look up the correct spelling in the LocoSpell dictionaries, select **Consult dictionary**. A display similar to this will be shown.

The word at which LocoSpell has stopped is shown in the box at the top of the dictionary window, and below this is shown a list of possible alternatives in alphabetical order.



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You can now either edit the word in the slot at the top of the window in the usual way, moving the cursor with the and keys, or you can take the highlight bar down into the bottom section of the window with the key, and then use the and keys to put the highlight bar over the word you want to select from the dictionary.

If the word you want isn't displayed in the bottom section of the window, you can scroll the dictionary listing up and down in the window with the and keys.

The column of words in the bottom of the window represents a combination of the contents of the main LocoSpell dictionary and any current user dictionary, the words from both being interleaved into their correct alphabetical order before being displayed on-screen.

If you either type in a correction in the slot at the top of the window or put the highlight on the word you want in the dictionary listing, press and LocoSpell will return to this menu with the word you have selected shown in the Replacement slot.

Press again to accept the new suggestion.

If you can't find the word you want in the dictionary, press to return to the menu printed above and then select one of the other options.

Ending a spelling check

When you come to the end of a spelling check — either because LocoSpell has reached the end of the document, or because you have pressed to abort the operation — you will be shown a set of statistics like these.

LocoSpell finishing	
Words checked:	37
Words to add to dictionary:	3
► Update the user dictionary	
Do not update the user dictionary	

In this message, Words checked refers to the total number of words in the document, and not to the number of unique words found; for

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instance, the word 'are' occurs twice in the document SPELTEST, and is accordingly counted twice in the total word score.


As far as LocoSpell is concerned, a 'word' is a sequence of letters surrounded either by spaces or by other characters used either as terminators or as separators. Examples would be the tab symbol, full stops, question marks and other punctuation characters.

Words to add to user dictionary refers to the number of times that you have selected Add to user dictionary during the pass through the current document. If no new words are to be added to the user dictionary, this line will not appear on the menu.

Adding words to the user dictionary

You will now be offered the choice of adding the new words to the user dictionary or of leaving it unaltered. If you select Update the user dictionary, the words that you have added will be placed in the current USERSPEL.DCT file; if no USERSPEL.DCT file exists, it will be created and then saved in group 0 of Drive A.

Checking a single word

If you only want to check the spelling of a single word, put the text cursor either on that word or on the space that immediately follows it, press Function Key  and select Single word from the Spell Check Menu.

LocoSpell will respond by highlighting the word you are querying and popping down this window.

If the word you are looking for can be found in either the main dictionary or the current user dictionary, it will be shown highlighted in the middle of the window; if LocoSpell can't match the word you have



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queried, it will be shown highlighted in the slot at the top of the window instead.

To replace the word you are querying with any word from the dictionary listing at the bottom of the window, carry out these steps:

- ☐ Move the highlight bar until its over the word you want to select, using the and keys.
- ☐ Press .
- ☐ To abandon the operation, press . This will remove the window and leave your document unchanged.

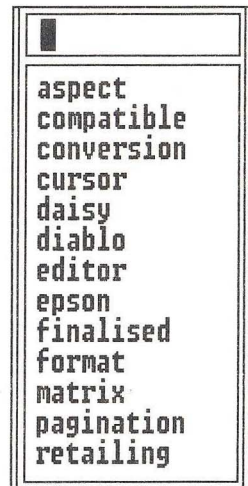
Maintaining the user dictionary

LocoSpell lets you 'maintain' the current user dictionary; this means that you can add words to it or delete words from it, or change the spelling of any word in the user dictionary.

You might, for instance, have accidentally added an incorrectly-spelled word to the user dictionary. This, of course, defeats the whole purpose of the user dictionary, and makes it less reliable when you check other documents in the future.

To maintain the user dictionary, pop down the Spell Check Menu with Function Key , and select User dictionary upkeep. You will be shown a display similar to this.

If you have no current user dictionary, the window will contain only the words `empty dictionary`; you can still add words to an empty dictionary.



Adding words to the user dictionary

To add a new word to the user dictionary, type it in the slot at the top of the window and press **ENTER**; it will be immediately placed in its correct alphabetical order in the column at the bottom of the window. There is no advantage in adding a word to the user dictionary if it already exists in the main dictionary.

Editing and removing words

To remove a word from the user dictionary, or to correct the spelling of a word in the user dictionary, use the **↓** and **↑** keys to move the highlight bar onto the word to be removed, and press the **-** key. The word will be removed from the dictionary and placed into the slot at the top. The highlight bar remains in the lower section of the window.

Now press **ENTER** to take the highlight bar into the slot at the top of the window. To delete the word from the user dictionary, press the **-** key again to empty the slot.

Alternatively, to edit the word and restore it to the dictionary, type in your corrections in the top slot and then press **ENTER** to return the word to its correct position in the lower section of the window.

Building on an existing word

Sometimes, you may want to add a new word to the user dictionary without typing it in full; for instance, if the word *buttercup* is in the dictionary, and you want to add *buttercups*, it's obviously much easier to build on the existing word than to have to type the whole word in again.

Place the highlight bar on the word you want to work with, and then press **+**; the word will be copied into the top slot, but won't be simultaneously deleted from its position in the lower section of the window. Make whatever changes are appropriate to the word in the slot, and then press **ENTER**; the new word will be added in its correct alphabetical position.

Saving the changes

When you have finished your maintenance work on the user dictionary, press **EXIT**. You will then be offered the choice of updating the user dictionary.

If you select **Update the user dictionary**, then the current user dictionary — if there is one — will be replaced by the new version that you have created; if you select **Do not alter the user dictionary**, then all your work will be lost.

Adding to the main dictionary

You can't update or edit the main LocoSpell dictionary file — **LOCOSPEL.DCT** — in the same way as you can change the various user dictionaries. However, you can 'piggyback' specialised user dictionaries onto **LOCOSPEL.DCT**. When you have done this, the resulting file contains both the original main dictionary and the user dictionary; like the original main dictionary, the new combined dictionary can't be edited, any mistakes it may contain can't be rectified, and the 'added' user dictionary section can't be removed. You should therefore never add a user dictionary to the master copy of the main dictionary; only add a user dictionary to a *copy* of the main dictionary.

You can piggyback more than one user dictionary onto the main dictionary if you wish, but there is a speed penalty if too many dictionaries are added.

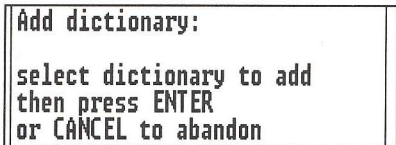
To add a user dictionary to the existing main dictionary, first make sure that the disc on which the combined dictionary will be placed has at least as much free space as the present main dictionary and user dictionary combined, although if the user dictionary that you are adding to the main dictionary is very small, you may find that it doesn't take up any more space than was needed by **LOCOSPEL.DCT** alone. Then follow these steps:

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- ❑ Copy the user dictionary into any group of Drive M and then log the disc with the main dictionary on it into Drive A.

At the Disc Management Screen move the lower highlight bar to rest on LOCOSPEL.DCT and press Function Key **(f1)** to pop down the Actions Menu.

- ❑ Move the highlight bar down to Add dictionary and press **(ENTER)**. You will see this message:

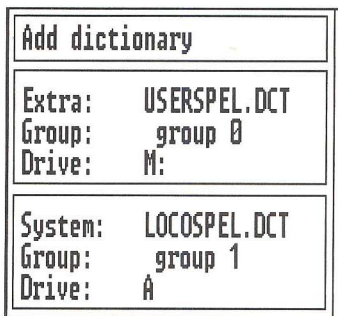


A screenshot of a menu box titled "Add dictionary:". The text inside the box reads: "select dictionary to add then press ENTER or CANCEL to abandon".

- ❑ Move the lower highlight bar to the USERSPEL.DCT file that you are going to add to the main dictionary and press **(ENTER)**. The Add Dictionary Menu will appear.

- ❑ Make sure that the slot labelled Extra: contains the USER-SPEL.DCT file, and that the System: slot shows the name of the LOCOSPEL.DCT main dictionary, and then press **(ENTER)**.

- ❑ The message Adding dictionary will appear on the Information Lines, and there will be a pause while the new dictionary is created, replacing the old LOCOSPEL.DCT on the disc.



A screenshot of the "Add dictionary" menu box. It contains two sections. The first section is titled "Add dictionary" and lists "Extra: USERSPEL.DCT", "Group: group 0", and "Drive: M:". The second section is titled "System:" and lists "LOCOSPEL.DCT", "Group: group 1", and "Drive: A".

Words that LocoSpell ignores

LocoSpell makes certain assumptions about which words it should check. Words that consist of a single letter are ignored, as are words that contain numerals (including fractions), Greek or Cyrillic characters, symbols like '£' and '\$', words marked by a (SiC) code, and words over 32 characters in length.

Words containing separators, such as hyphens, apostrophes and slashes, are generally broken into their component parts, which are then checked as separate words; for instance, *side-effect* will be looked up as *side* and *effect*. However, common abbreviations such as *can't* and *wouldn't* are treated as single words and looked up accordingly.

Summing up

A spelling checker is usually considered to be an essential part of a proper word processing system; with it, you can not only check that you have made no spelling or keying errors, but can also look up the spelling of individual words as you type.

You can check the spelling of single words or of the complete text; words which you want to leave unchecked should be followed by a SiC code.

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Introducing CP/M

As well as the LocoScript 2 word processing program, your PCW9512+ computer and word processor includes the industry-standard CP/M operating system, together with several programs which use it. These include:

- ☐ Dr Logo
- ☐ Mallard Basic
- ☐ Various CP/M utility programs

You can also buy a wide range of other CP/M programs. *You should make sure that any software you buy is supplied on discs which are compatible with your PCW9512+.*

A full description of CP/M is beyond the scope of this Guide. Additional information can be obtained from the sources mentioned in the section of this Guide entitled **Read Me First**, and most good computer bookshops will be able to provide other books.

About the CP/M operating system

When LocoScript 2 is running in your computer, it is responsible for far more than merely transferring characters from your key-presses onto the screen.

For example, it keeps an index of the contents of the disc which is currently logged into the drive, so that when you save a new document it isn't recorded on top of something that is already there. It also regulates the flow of information inside the PCW9512+, sending the appropriate data to the printer, the screen and the disc drive.

LocoScript 2 also knows exactly where in the memory of your PCW9512+ all your information is stored, so that whenever you need to scan through a document which you have typed in, you can find the section you need without any trouble.

These tasks of organising the disc drives, directing information around the various parts of your computer system, and keeping track of what is in the memory are usually carried out not by a particular program, like LocoScript 2, but by something called the **operating system**.

Several different operating systems are used on personal computers; some of them are found on only one or two manufacturers' models, while others are widely used on a variety of different personal computers. The advantage of an operating system which has been adopted by many different manufacturers is that programs that will run on one computer will generally also run on other computers from different makers which share the same operating system.

About CP/M

The Amstrad PCW9512+ computers are supplied with an operating system known as CP/M; the initials stand for Control Program for Microcomputers. A very large number of different programs have been written to use it - to 'run under CP/M', as the jargon goes.

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In this chapter, we shall look at some of the most important CP/M commands which you will need to know and understand before running programs (other than LocoScript 2) on your PCW9512+.

Remember that LocoScript 2 is *not* a CP/M program, and so it can't be run on any other type of computer. Despite this, some of the features of LocoScript 2 are very closely modelled on CP/M; for example, both LocoScript 2 and CP/M use the same conventions for naming files, so file-names for both systems consist of up to eight characters before a full stop and an optional file-extension of up to three characters after it.

However, there are some areas in which LocoScript 2 works a little differently from CP/M; for instance, CP/M has 'user numbers' which are analogous to LocoScript 2 groups, but there is no simple way in CP/M of copying or moving a file from one user number to another in the same way as a LocoScript 2 document can be transferred between groups.

Because of these differences, it's not a good idea to store LocoScript 2 documents on discs which you also use for CP/M work; it's perfectly possible to examine a disc under CP/M and come to the conclusion that it's blank and can therefore be reformatted without loss, while in reality it might contain a number of LocoScript 2 files, which you might then unintentionally erase.

Loading CP/M

Loading CP/M is done in exactly the same way as loading LocoScript 2: turn on the PCW9512+ and insert the CP/M Master Disc into it. Note that it isn't possible to go from LocoScript 2 to CP/M (or *vice-versa*) without first either turning the computer off or resetting it with **(SHIFT)/EXTRA(EXIT)**.

After the familiar series of scrolling lines, you will find a brief copyright message and the standard CP/M prompt, A>. This is because CP/M always prompts with the name of the current disc drive, and we are using Drive A. This is confirmed by the message at the foot of the screen, reading Drive is A:.

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At this point, there are a number of things which you might do. You could, for example, load a spreadsheet or database program into the PCW9512+, or load a computer language such as Basic or Dr Logo. Both Basic and Logo are often taught in schools.

Alternatively, you could use some of the various **utilities** which are available under CP/M.

CP/M Utilities

Utilities are special programs which are used for what we might think of as computer housekeeping; to copy files or discs, for instance, to list what files are available on any given disc, to rename files, to erase them, to alter which character will appear on the screen when any particular key is pressed and so on and so on.

Not all possible utilities are actually included on the CP/M discs, of course. As you become more familiar with your computer, you will find that there are other, specialised utilities which you might find useful and which you can buy.

Computer languages

Your PCW9512+ comes 'bundled' with two computer languages. We have already mentioned BASIC, and there is in fact an excellent, and very advanced, version of BASIC included with your computer. There is also a second computer language, called LOGO. This is best known for so-called **turtle graphics**, by means of which various shapes can be drawn on the screen (although you can do many other things with LOGO as well).

LOGO is primarily intended for teaching computing to children, but don't let that put you off trying it; what makes it particularly good for learning with is that you can see the results of your instructions - and your mistakes - almost immediately.

Applications programs

Programs that are intended to do some real task that extends beyond the computer itself, such as organising a spreadsheet, or working out a company's payroll and accounts, are called **applications programs**.

Apart from a simple communications program called MAIL232.COM, no CP/M applications programs are included with your PCW9512+. However, you should have no difficulty finding suitable programs running under CP/M which will do virtually everything you need.

The CP/M keyboard

CP/M expects certain special keys to be present on the computer keyboard; if they are not there, then their function must be taken over by other keys. Because of this, the keyboard of the PCW9512+ computers behaves a little differently when used with CP/M than it does with LocoScript 2.

The most important differences are as follows:

- ❑ The small **ENTER** key at the bottom right-hand corner of the keyboard no longer has a special purpose, but is treated just like the large **RETURN** key.
- ❑ The **EXIT** key becomes an Escape key, usually referred to as **ESC**.
- ❑ The **ALT** key becomes Control, usually abbreviated to **CTRL**.

When the **ALT** key - or **CTRL** as it now becomes - is pressed in conjunction with any other key, it produces what are called **control characters**. These are used in very many CP/M utilities and applications programs to give instructions to the computer; for instance, **CTRL/C** usually means 'Abort whatever you are doing'.

The CP/M Directory

When you use LocoScript 2, the names of all the document files on the current disc are automatically displayed on the Disc Management

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Screen. Some CP/M applications programs do this as well, but there will be many occasions when you will need to know what files are on a disc without wanting to run a particular program.

There is a useful inbuilt command in CP/M which you can use to find out exactly what is on any disc. Insert the disc into the disc drive and type DIR (which is short for DIRectory) and press either **RETURN** or **ENTER**; you don't have to log in the disc first as you did with LocoScript 2.

It makes no difference whether you type in CP/M commands in capitals or in lower case letters, or in any combination of the two, but in this book we use the common convention of showing all CP/M commands in capital letters.

The activity light on the front of the disc drive will immediately come on, and within a few moments you will see a complete listing of the names of every file on the disc; it will look something like this, though the actual files on your disc may be a little different.

```
CP/M Plus  Amstrad Consumer Electronics plc
v 1.1, 61K TPA, 1 disc drive, 112K drive M:

A>dir
A: J11CPM  EMS : BASIC   COM : DIR      COM : ED       COM : ERASE   COM
A: KEYS    WP  : LANGUAGE COM : PALETTE  COM : PAPER   COM : PIP     COM
A: PROFILE ENG : RENAME  COM : SET      COM : SET24X80 COM : SETDEF  COM
A: SETKEYS COM : SETLST  COM : SETSIO   COM : SHOW    COM : SUBMIT  COM
A: TYPE    COM : RPED   BAS : RPED    SUM : DISCKIT COM
```

Each file-name is prefaced by the name of the current drive, A:.. The majority of the files are of type .COM, which is a very important type in CP/M. It stands for COMmand, and the various files listed with this extension are programs which can be run by simply typing in their names (together, sometimes, with other information). Only the first section of the file-name should be typed in; the .COM part is always omitted. You don't need to Load a program first and then Run it, as with some other computers.

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You can also use the DIR command to find out what is on some other drive, such as the internal Drive M. To do this, type DIR M: and then press **ENTER** or **RETURN**.

Note that whenever you specify a **device**, such as a disc drive or a printer, in a CP/M command, its name must always end with a colon.

After CP/M has listed the names of the files on Drive M, or given a No File message if the drive is empty, it will return to the A> prompt.

Default drives

CP/M always assumes that one particular disc drive is the **default drive** - that is, the one which it will use unless it has been told differently. When CP/M is first loaded, Drive A is the default drive, which is why the CP/M prompt reads A>. If you wish to change the default drive to Drive M, simply type M: and press **RETURN**, and CP/M will prompt you with the new drive letter, M>.

You can also use DIR to find out whether any specific file or files are on a disc, by giving the name of the file after the DIR command; for example, to find out whether a file called ERASE.COM was on the disc, you would type DIR ERASE.COM and press **RETURN**.

If the file is present, then its name will be repeated on the screen; if not, CP/M will respond with the message No File.

Wild cards

We have already looked at the wild cards '?' and '*' when we discussed LocoMail. These characters are also useful when you are checking the contents of a disc with CP/M. As you may remember, '*' represents any one or more characters, and '?' stands for any single character.

Imagine, for example, that you need to find out which of a series of spreadsheet files with names like SPREAD1.DAT, SPREAD2.DAT and so on, are on a particular disc. To do this, enter the command DIR SPREAD?.DAT.

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The question mark in the seventh place in the file-name means that the DIR command will find SPREAD1.DAT, SPREAD2.DAT, and any others which are present, and list them all in the usual way.

Similarly, typing DIR *.DAT would produce a directory listing of all the files with the file-extension .DAT.

Finally, DIR *.* would produce a listing of every file on the disc, regardless of its file-name or extension; it is thus a synonym of the ordinary DIR command.

Experiment with the DIR command and the wild cards until you feel that you understand how they work; wild cards are widely used in many areas of CP/M, and particularly in many applications programs, so it's important to grasp the principles behind them.

Looking at the contents of a document

There may be occasions when you want to find out the contents of a particular file; this can be especially useful if you can't remember what file-name a document was stored under.

The command to do this is TYPE *filename.extension* where *filename.extension* represents the name and extension of the file you want to examine. Assuming that the file is present on the disc, it will be displayed on the screen.

You should only use this command on text files - that is, on files which contain documents of some sort, rather than programs; if you try to TYPE a .COM file, only garbage will be displayed on the screen, and it's even possible that the computer will lock up and have to be reset.

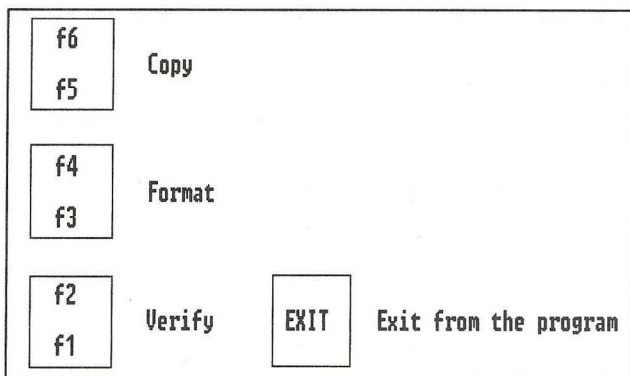
CP/M disc utilities

You can format, copy and verify discs with CP/M using a program called DISCKIT. Discs formatted in this way are completely interchangeable with those formatted using LocoScript 2.

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To format, copy or verify a disc with DISCKIT, make sure that CP/M is running. Then, with the master disc in Drive A, follow these steps:

- ❑ Type DISCKIT and press **RETURN**.
- ❑ The computer will respond with the message One drive found
Please remove the disc from the drive Press any key
to continue.
- ❑ Remove the disc from the drive and press any of the character keys
or **RETURN**.
- ❑ A diagram of a portion of the keyboard will appear:



- ❑ Press Function Key **f5** to Copy a complete disc, Function Key **f3** to Format a disc, Function Key **f1** to Verify a disc, or the **EXIT** key to abandon the operation.
- ❑ Follow the instructions on the screen very carefully. If you are copying discs, be particularly careful not to get the disc you are copying *from* and the disc you are copying *to* mixed up with each other.

Using the printer in CP/M

Just as in LocoScript 2, the printer is controlled by the **(PTR)** key on the keyboard; the printer control state can also be entered by pulling forward the paper-feed lever on the printer itself. However, instead of the LocoScript 2 pop-down menus, you will be shown a series of options along the bottom of the screen, and a highlight bar which can be moved from one to the other with the **(←)** and **(→)** keys.

These options are called **buttons** because they take the place of the actual push-buttons found on many printers. They look like this:

Printer:On line Top of Form LF FF Draft quality PO defeat:On Hex:Off RESET
--

The number of choices offered by the buttons varies according to what the printer is doing at any time. Most of the options are reasonably self-explanatory, but the following notes may help:

- ❑ If the first button reads **On line**, then the printer is ready to receive data from the computer. If you put the highlight bar on **On line** and press the **(-)** key, the button-name will change to **Off line**, and the printer will then ignore any information sent to it by the computer.
- ❑ The **Top of Form** button is used to tell the printer that the print-head is at the top of a sheet; press **(+)** when the highlight bar is on this option if you have wound paper into or out of the printer by hand.
- ❑ **LF** and **FF** stand for **Line Feed** and **Form Feed** respectively. To advance the paper by a single line, place the highlight bar on **LF** and press **(+)**; putting the highlight on **FF** and pressing **(+)** will make the printer roll up the paper until it reaches the bottom of the page.

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- ❑ PO Defeat should be set to On if you are using single sheets, and to Off if you are using continuous form stationery - PO stands for Paper Out. Use the **[+]** key to set PO Defeat to On, and the **[-]** key to set it to Off.
- ❑ The Hex off button should be left unaltered for document printing; use the **[+]** key to set it to Hex on if you want it to print the hexadecimal numbers (that is, numbers in Base 16) which represent character codes, rather than the characters themselves. If you don't understand any of this, you don't need to use this facility.
- ❑ The last button, RESET, sets all the buttons back to their default state, and abandons any printing which has been previously interrupted by pressing **[PTR]** or by pulling forward the paper-feed lever on the printer.

Press **[EXIT]** to leave the printer control state, and remove the buttons from the bottom of the screen.

Printing out a file

To print out the contents of a text file, press **[ALT]/[P]** and then use the TYPE command; there will be a 'beep' as you press **[ALT]/[P]**, but you can ignore this. The contents of the file you have named will be shown on the screen and simultaneously printed.

The **[ALT]/[P]** command is often loosely referred to as 'turning on the printer'; more precisely, it makes the printer 'echo' everything that appears on-screen. When your file has all been printed, press **[ALT]/[P]** again to toggle the printer off.

Summing up CP/M

CP/M was originally designed for people who understood computers pretty well, and this can make it a little tricky for non-experts to use, though you probably won't have any difficulty with the simple commands described here. You should check that every command is

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entered *exactly* as it is printed in this guide; even a misplaced space can be quite enough to cause a CP/M command to fail.

In particular, make sure that you have entered as much of the file-name and extension as is appropriate for the particular command you are using. For instance, loading and running a .COM program requires you to type in the file-name but not the extension, while TYPE requires both the file-name and the extension to be specified, or at least filled in with wild cards.

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